

SECTION 19

San Joaquin County Regionalized Services Special Education Programs

San Joaquin County Office of Education

Referrals Reminders to County Special Education Programs

County Special Education Programs offers options for LEA students with significant and specific needs, which cannot (in the determination of the LEA director or designee) be met within the LEA of residence and for who appropriate program options exist within the County regionalized programs. The initial step to determine possible appropriateness is the referral process. Students may be referred as the result of a 30 day administrative placement when moving in from outside San Joaquin County SELPA, if county regionalized programs constitutes comparable service or through a referral for possible placement and IEP meeting with SJCOE Administrator or designee in attendance.

In either case the following reminders apply:

- All referrals require an “Information/Services/Request for Like Placement (30 day)” form.
- Attach all current documentation requested: all assessments, current IEP, birth certificates, immunizations, and medical information as listed on the placement form.
- Sending incomplete referral packets may delay assigning of referral.
- Neatness and legibility are encouraged to prevent delays in processing.
- When referring to Believe!, please attach all current documentation, a current BIP (if applicable), current Mental Health clinician report (if any), and any other supporting documents. For further information related to Believe! referrals, please refer to the guidelines for referrals to Believe! program found in section 19 of the teacher handbook.
- Authorizing signature of district Director or administrative designee required.
- If district is scheduling an IEP and requesting County Program Administration attendance to discuss continuum of options provided, please submit referral to allow for sufficient advance notice (4 week notice) for scheduling IEP with the County Administrator so all parties can attend.
- The referring party should email the assistant to the Director of County Operated Special Education Programs (currently Tracy Troché) when sending in a request to ensure timely follow up if it is expected but not received.
- District, county operated special education programs Director II, and the SELPA program specialist assigned to that district will be notified by email when the request has been received, logged in and assigned to a county program Director II.
- Districts of residence are responsible for complete assessments (including EL, if applicable), present levels of performance and goals/objectives when referring three year olds for any placement, including but not limited to EIBT, CONNECTIONS! or McFall preschool. (please note on referral cover sheet if assessments are in progress)
- An offer of County Program placement cannot be made during an IEP without a complete referral received and a county Administrator or designee present.

INTERIM SPECIAL EDUCATION SERVICES

This form must be used for placement of a student from another SELPA or for a student from out of State

Student: _____ Birthdate: ____ / ____ / ____ Age: ____ Grade: ____ Gender: ____

Parent/Guardian: _____ Home Phone: _____ Cell: _____

Address: _____ City: _____ Zip Code: _____

Native Language: _____ EL Yes No Redesignated Yes No Ethnicity _____

Residency: Parent/Guardian FFH LCI Adult Student Other _____

INDICATE DISABILITY/S

_____ 210 ID _____ 220 HH _____ 230 Deaf _____ 240 SLI _____ 250 VI
 _____ 260 ED _____ 270 OI _____ 280 OHI _____ 290 SLD _____ 300 DB
 _____ 310 MD _____ 320 AUT _____ 330 TBI

Annual Due: ____ / ____ / ____

SPED Entry Date: ____ / ____ / ____ Interim Placement to be Reviewed ____ / ____ / ____ Triennial Due: ____ / ____ / ____

Last Placement

_____ School / District / County

_____ Phone

_____ Contact Person

SPECIAL EDUCATION PROGRAM AUTHORIZATION

Temporary placement in the following special education service(s) is authorized, pending action at the next Individualized Education Program Team meeting:

Special Education & Related Services	Start Date	* Frequency	Duration	Location	Service Provider
% of time <i>outside</i> General Ed. class for Sp. Ed services			%		

Whenever a pupil transfers into a district from a district not operating services under the same local plan in which he or she was last enrolled in a special education services within the same academic year, the local educational agency shall provide the pupil with a free appropriate public education, including services comparable to those described in the previously approved individualized education program, in consultation with the parents, for a period not to exceed 30 days, by which time the local educational agency shall adopt the previously approved individualized education program or shall develop, adopt, and implement a new individualized education program that is consistent with federal and state law. (EC 56325)

Name of LEA Representative Making Interim Placement or referring to county for placement:

_____ Signature _____ Position _____ / ____ / ____ Date

_____ SJCOE signature if referred to County Programs _____ / ____ / ____ Date

_____ Parent Signature* _____ Parent Signature _____ / ____ / ____ Date

*Your signature acknowledges receipt of offer of placement

SAN JOAQUIN COUNTY OFFICE OF EDUCATION

SPECIAL EDUCATION PROGRAMS

Information/Services/Request for Like Placement (30 day)

I. Date of Request: _____ Made by: _____
Name Title
Authorized by: _____ Referring District: _____
Special Ed Director / Designee
Requested For: Possible Placement Information only: Attendance at IEP Meeting to explain county options (e.g. LI Service)
 30 Day Like Placement Other Specify: _____
30 day transfer form included
Date parent notified district of established residence _____

II. Student's Name: _____ SSID # _____
Gender: _____ BD: _____ Age: _____ Grade: _____
Parent's/Care Provider's Name: _____ Phone #: _____
Student's Residence: _____
FHI Code: _____
 Foster/Homeless Youth

III. Current placement is with: _____
(District/School/Teacher)
Transfer student from: _____
(District/School/Teacher)
Contact for information: _____
(Name, Phone)
 District enrollment form _____
 Psychological Assessment Dated: _____ Completed by: _____
 Speech and Language Dated: _____ Completed by: _____
 Educational/Academic Dated: _____ Completed by: _____
 Most recent IEP Dated: _____ Completed by: _____
 Other: _____ Dated: _____ Completed by: _____
 Birth Certificate
 Immunization
 Medical Information:
Medical Conditions _____
Medication at School _____
Specialized nursing procedures at school _____
 Mental Health Assessment
 Other information which bears directly on this request is attached _____
These reports are not included with this request because _____

IV. Assigned to Administrator: _____ On : _____ Received on: _____
Directions: _____
Result of request/date: _____

Log#: _____

Send completed packets to Tracy Troche at ttroché@sjcoe.net or fax to (209) 468-4979

INTERIM SPECIAL EDUCATION SERVICES

This form must be used for placement of a student from another SELPA or for a student from out of State

District Completes

Student: _____ Birthdate: ____/____/____ Age: ____ Grade: ____ Gender: ____
 Parent/Guardian: _____ Home Phone: _____ Cell: _____
 Address: _____ City: _____ Zip Code: _____ Native _____
 Language: _____ EL Yes No Redesignated Yes No Ethnicity _____
 Residency: Parent/Guardian FFH CI Adult Student Other _____

INDICATE DISABILITY/S
 _____ 210 ID _____ 220 HH _____ 230 Deaf _____ 240 SLI _____ 250 VI
 _____ 260 ED _____ 270 OI _____ 280 OHI _____ 290 SLD _____ 300 DB
 _____ 310 MD _____ 320 AUT _____ 330 TBI

SPED Entry Date: ____/____/____ Interim Placement to be Reviewed ____/____/____ Annual Due: ____/____/____
 Triennial Due: ____/____/____

Last Placement _____
 School / District / County Phone Contact Person

County Programs Completes

SPECIAL EDUCATION PROGRAM AUTHORIZATION					
Temporary placement in the following special education service(s) is authorized, pending action at the next Individualized Education Program Team meeting:					
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% of time <i>outside</i> General Ed. class for Sp. Ed services			%		

Whenever a pupil transfers into a district from a district not operating services under the same local plan in which he or she was last enrolled in a special education services within the same academic year, the local educational agency shall provide the pupil with a free appropriate public education, including services comparable to those described in the previously approved individualized education program, in consultation with the parents, for a period not to exceed 30 days, by which time the local educational agency shall adopt the previously approved individualized education program or shall develop, adopt, and implement a new individualized education program that is consistent with federal and state law. (EC 56325)

District

Name of LEA Representative Making Interim Placement or referring to county for placement:

_____ / /
 Signature Position Date

County Programs

_____ / /
 SJCOE signature if referred to County Programs Date

_____ / /
 Parent Signature* Parent Signature Date

*Your signature acknowledges receipt of offer of placement

**San Joaquin County Office of Education
Special Education Programs
Referral Guidelines to Believe! Program**

County Special Education Programs offers options for LEA students with significant and specific needs, which cannot (in the determination of the LEA director or designee) be met within the LEA of residence and for who appropriate program options exist within the County regionalized programs. The initial step to determine possible appropriateness is the referral process. Students may be referred as the result of a 30 day administrative placement when moving in from outside San Joaquin County SELPA, if county regionalized programs constitutes comparable service or through a referral for possible placement and IEP meeting with SJCOE Administrator or designee in attendance.

Special Consideration for SJCOE Believe! Program

When LEAs are having difficulty addressing the needs of a student with significant social emotional and mental health needs and have exhausted available interventions and services, they may wish to submit a referral packet for potential placement in the SJCOE Believe! program.

Referring District Instructions

- 1) LEA staff will complete a referral to County Programs and send it to the Program Support Specialist (fax: 209-468-4979). The packet shall include the following:
 - a) All referrals require a “Informational Services/Request for Like Placement (30 day) form”
 - b) Attach all current documentation including: all assessments including a current psychoeducational report, current IEP, birth certificate, immunizations, and medical information as listed on the placement form
 - c) Current BIP (if applicable)
 - d) Current Mental Health clinician report (if any)
 - e) Other supporting documents if applicable (i.e. FBA, discipline records, hospitalization records etc.)

SJCOE Process

- 1) If there is a concern or question related to the submitted referral documents, or if items are missing, the Division Director or designee will contact the referring District.

- 2) The packet will be forwarded to the appropriate SJCOE Administrator who will communicate with the referring LEA representative regarding placement after reviewing the referral.

Once the packet is routed to the SJCOE Believe! Administrator, the following will occur:

- 1) The SJCOE Believe! Administrator will communicate with the LEA representative after packet review.
- 2) Should the student be identified as potentially benefitting from an environment designed to support significant social emotional needs with embedded related services such as the Believe! Program, a Project Liaison will contact the LEA representative to inquire about dates and times for a potential site visit. A visit is available upon request from parents or LEA representatives and is often helpful in facilitating parental involvement, but is not necessary for placement if parent does not wish to schedule a visit. The LEA representative must attend the visit with the parent/guardian.
- 3) The LEA representative will contact Believe! Administrative Assistant to calendar an IEP date in which the Believe! Administrator or designee can attend.
- 4) The IEP is held at the LEA site and is coordinated and conducted by LEA personnel. The LEA maintains responsibility for all IEP processes including but not limited to meeting notifications, student present levels, goals, services, etc... In regard to placement decisions, all options on the placement continuum should be presented and discussed as a SJCOE Believe! Program is only one of the options for IEP team consideration. The LEA will determine and provide the offer of FAPE in collaboration with all IEP team members.
- 5) Upon LEA offer and parent agreement of Believe! County program, LEA will:
 - a) Affirm and attest the IEP within 5 workdays
 - b) Forward a copy of the IEP, enrollment paperwork, and any other additional requested documents to the Believe! Administrator
- 6) County Programs will:
 - a) Provide parent with registration packet
 - b) Upon receipt of registration packet and if offered in the IEP, arrange for transportation
 - c) If student is placed at site with County food service management, County will provide student with Lunch Application
 - d) If student is placed at a county site hosted by a LEA, the host site LEA will provide student the Lunch Application
 - e) Request SEIS record from LEA
 - f) Claim ADA for student
 - g) Assume case manager responsibilities
 - h) Ensure all components of IEP are implemented and funded

- 7) An interim placement (60 day) IEP will be held with Believe! Staff, LEA representative, and any other significant members of student's IEP team to determine if placement remains appropriate for the student. This IEP will be coordinated and conducted by Believe! staff. The responsibility for all provisions, due process, and offers of FAPE remain the responsibility of the LEA.

If disagreement arises related to the initial county placement offer, assessments conducted by the LEA, or procedural violations, LEA agrees to defend itself and SJCOE in any due process hearing and any subsequent appeal(s) and shall be responsible for any remedies ordered by the court against the LEA or agreed upon during a confidential settlement agreement.