

# Related Services Documentation

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## Nonpublic School Approval Branch Training Series

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Division of Educator Effectiveness

November 18, 2015  
9:30 – 12:00  
Kennedy Krieger: Greenspring Campus

# Purpose

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- Identify COMAR 13A.09.10.17A & COMAR 13A.09.10.17G(2) Implementation of the IEP
- Review COMAR 13A.09.10.17G(4) Progress Documentation towards IEP Goals
- Discuss COMAR 13A.09.10.17G(5) Documentation of Each Related Service
- Discuss COMAR 13A.09.10.17G(6) Policies and Procedures

# COMAR 13A.09.10.17A & G(2)

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Implementation of Special Education and Related Services

# Key Information

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- Regulations Require:
  - .17A The school to provide special education and related services, as applicable, consistent with each students IEP developed through the local school system (LSS)
  - .17G(2) The school is to implement the IEP approved by the LSS for each student enrolled for each year
- What does this mean:
  - IEP must be developed in collaboration with the LSS
  - IEP must be current and establish frequency, duration, and provider for related services
  - Services must be provided and documented as per the IEP

# COMAR 13A.09.10.17G(4)

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Progress Documentation Towards IEP Goals



# Key Information

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- Regulation Requires:
  - A school to document student progress in the achievement of IEP goals as often as the progress of student without disabilities is documented
  - A school must provide a copy of its IEP progress documentation to the LSS for each student enrolled
- What does this mean:
  - IEP progress notes must be done in accordance with the LSS schedule
  - The nonpublic school must provide a copy of the progress notes as required by the LSS

# COMAR 13A.09.10.17G(5)

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## Related Services Documentation



# Required Documentation

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- Each Related Service Session Must Include:
  - Student's First, Middle, and Last Name
  - Month, Day, and Year of Session
  - Length of Time
  - IEP Goal or Objective Implemented
  - Progress for Each Goal or Objective Referenced
  - Provider Signature and Title on Each Page



# Activity 1

## Review School's Form

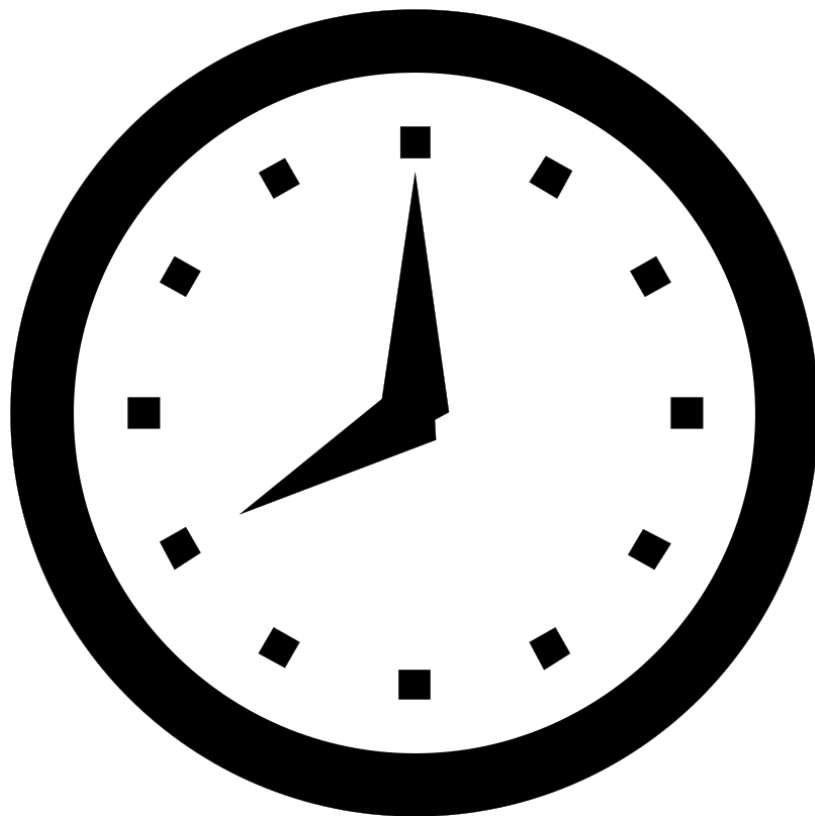
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Let's review your school's RS  
documentation

# MAKE-UP OF RELATED SERVICES

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# Make-Up Services

## Required

- ❑ LSS Closed; Non Public School Open
- ❑ LSS Open; Nonpublic Closed
- ❑ Missed Service within school's control; provider unavailable, student on field trip
- ❑ Missed Service within the LSS's control; transportation

## Not Required

- ❑ Nonpublic Open; student absent for illness, family plans
- ❑ Nonpublic school granted a waiver of a school day

# MONITORING RELATED SERVICES

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# How the NSAB Monitors Related Services

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- Randomly select 20% of student records
- Review a six week period of time for related services
- Use three forms to record regulatory compliance for each related service provided
  - Review of Student Record Form
    - Page 2: related services identified in IEP section
    - Page 2: special education service hours
  - Review of Related Services Form
    - Full document
  - Review of 1:1 Services Form
    - As needed

MSDE USE ONLY

**REVIEW OF STUDENT RECORD  
COMAR 13A.09.10. Onsite Monitoring**

***Reviewer Identification Information:***

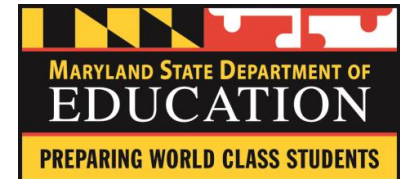
School Name: \_\_\_\_\_

Date of Record Review (m/d/y): \_\_\_\_\_

Name and Agency of Reviewer: \_\_\_\_\_

***Student Record Components (Type I/ Type II General and/or Special Education)***

Access log with required components in student record (yes/no): <input type="checkbox"/> Student's name (f,m,l) <input type="checkbox"/> Name of Reviewer <input type="checkbox"/> Date of Review (m/d/y) <input type="checkbox"/> Purpose of Review	
Student's first, middle and last names (indicate initials only here):	
Student's DOB (m/d/y):	
Student's home address in student record (yes/no):	
Date of enrollment (m/d/y):	
Student's Grade Placement:	
Date of withdrawal (m/d/y) or space on the record form for date of withdrawal (yes/no):	
School's name/location address/phone number in student record (yes/no):	
Specific days of attendance in student record (yes/no):	
Student performance information (grades) in student record for general education students (yes/no/NA):	
Code for the meaning of performance or grades or both (yes/no):	
Student's PEP or IEP, or both, as applicable (yes/no):	
Previous school record in student record (yes/no): <input type="checkbox"/> IEP, <input type="checkbox"/> Report Card, <input type="checkbox"/> Assessments, <input type="checkbox"/> demographic info, <input type="checkbox"/> other _____	
If the previous record is not available before enrollment, documentation of at least 2 attempts to acquire previous student records within 5 days of placement (yes/no):	
Other student name(s) identified in this student's record (yes/no):	
+Secondary school transcript with all required components (yes/no/NA): <input type="checkbox"/> Student's name (f,m,l) <input type="checkbox"/> Student's DOB <input type="checkbox"/> Student's home address <input type="checkbox"/> Date of enrollment in school's secondary program <input type="checkbox"/> Date of withdrawal <input type="checkbox"/> School's name/address/phone number <input type="checkbox"/> Credits earned <input type="checkbox"/> Grades earned <input type="checkbox"/> Code for grading system <input type="checkbox"/> Transfer credits <input type="checkbox"/> School originally granting transfer credit <input type="checkbox"/> Total days of attendance each school year <input type="checkbox"/> summary of state test requirements <input type="checkbox"/> Summary of service learning hours	



**REVIEW OF RELATED SERVICES**  
 Type I Special Education/Type II Special Education  
 COMAR 13A.09.10. Onsite Monitoring

MSDE Use Only: + _____ - _____
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School Name: \_\_\_\_\_

Name and Agency of Reviewer: \_\_\_\_\_

Date of review (m/d/y): \_\_\_\_\_ Student's initials: \_\_\_\_\_

**IEP related service:**

Type of Service: \_\_\_\_\_ Amount: \_\_\_\_\_ Frequency: \_\_\_\_\_

Students receiving appropriate IEP instructional hours: \_\_\_yes \_\_\_no

**Record:**

1. Record M/D/Y of each related service session- *If Student Absent, record M/D/Y*
2. Length of time of each related service session
3. Indicate "Yes" or "No" that the documentation of each related service session includes the following information:
  - Student's first, middle and last names
  - IEP goal or objective implemented during the related service session
  - Notes regarding progress
  - Signature and title (credential) of the service provider
  - If make-up session indicate the date

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WEEK OF:	Student Absent:				
M/D/Y					
Length					
F/M/L					
Goal					
Progress					
Sig/Title					

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WEEK OF:	Student Absent:				
M/D/Y					
Length					
F/M/L					
Goal					
Progress					
Sig/Title					

**REVIEW OF 1:1 SERVICES**  
 Type I Special Education  
 Type II Special Education  
 COMAR 13A.09.10. Onsite Monitoring

School Name: \_\_\_\_\_

Name and Agency of Reviewer: \_\_\_\_\_

Date of Review (m/d/y): \_\_\_\_\_ Student's Initials: \_\_\_\_\_

Timeframe 1:1 services provided: \_\_\_\_\_

IEP related service: \_\_\_\_\_

Describe number of hours per week: \_\_\_\_\_

**Record:**

1. Classroom name, number or subject
2. Record the student's initials
4. Name of the classroom teacher, the classroom aide and the assigned 1:1
5. Record the attendance of each classroom staff each school day as follows:  
 P = Present *If Student is Absent, Do Not Record Attendance for Others*  
 L = On Leave  
 V = Vacant Position (Name of Substitute)

WEEK OF:	Student Absent:				
Teacher:					
Aide:					
1:1:					

WEEK OF:	Student Absent:				
Teacher:					
Aide:					
1:1:					

WEEK OF:	Student Absent:				
Teacher:					
Aide:					
1:1:					

WEEK OF:	Student Absent:				
Teacher:					
Aide:					
1:1:					





# Common Errors



- Proofreading Errors
  - Full name of student not on each page (F, M, L)
  - Provider signature not on each page
  - Provider title omitted
- IEP Related Errors
  - IEP goals in progress note not related to current IEP
  - Length of time does not correspond with IEP
  - Frequency does not correspond with the IEP
  - Service provider is not the identified individual in IEP
  - Progress code does not address progress related to IEP Goal
  - Make-Up services are not clearly delineated
  - Make-Up services not provided according to school's own P&P timeline

# COMAR 13A.09.10.17G(6)

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## Policy and Procedures



# Required Notification

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- Each School Must Maintain Policies and Procedures that:
  - Notify the placing LSS of missed related service sessions
  
  - Are approved by each LSS that places students at the school



# Common Errors



- Missed service notification is only acquired from the county in which the school is located
- No documentation available regarding the LSS approval
- Notification Policies and Procedures do not clearly
  - Identify who is responsible for notifying LSS
  - How the LSS will be notified
  - Include a copy of the written notice to LSS

## Activity 2

### Policy Review

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- Use the worksheet to review your school's policy
- If you have a peer from your organization share, your findings
- Discuss findings regarding the thoroughness of the policies and procedures

# FREQUENTLY ASKED QUESTIONS

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# Question

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Do you have to have hard copies printed out in the student files or can they just be online?

# Answer

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Regulations require the school to maintain documentation of each related service. It does not specify where that documentation must be maintained; however, the regulations also require the signature of the related service provider.

Therefore, unless the school is using an electronic signature, the school would need to print out the documents for signature. Furthermore, the school may be required to provide hard copies at the time of the onsite monitoring. [COMAR 13A.09.10.17G(5)]



# Question

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If a student comes to school late or leaves early and misses their scheduled related service appointment, does this session have to be made up?

# Answer

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- Refer to slide #6
- It depends on the reason the student is late or leaves early
  - If the lateness is in the control of the school or the LSS, such as transportation; then yes, the service must be made up
  - If the lateness is due to family plans or illness then the service does not need to be made up

# Question

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Is there a limit to the # of attempts for a scheduled m/u session?

# Answer

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There is no limit. If the reason for missed service qualifies for make up, it must be made up in accordance with your school's policy.

# Question

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Do related services missed during state testing need to be provided?

# Answer

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Sessions missed due to testing must be made up.

# QUESTIONS

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