



11/7/2019

To: Site Principals
Site Case Managers
Related Service Providers

From: Special Education Department

Re: Ongoing Updates to the SEIS Reference → Document Library
Updated Special Education Directory by Site
Upcoming Training Opportunities Reminder
New Assessment Plan Available in SEIS
New CALPADS Registration Form and Language Survey
Service Tracker Now Available in SEIS

Ongoing Updates to the SEIS Reference → Document Library

Please access the *Document Library* under the *Reference* tab in SEIS for these and other recent additions:

- Best Practices for IEP Goal Writing (found under *Goal Writing* folder).
- Budget Code for IEP Meetings (found under *IEP Meetings* folder): Used to arrange sub coverage and per-diem pay for before and after-school meetings.
- **CALPADS Registration Form** and **Language Survey** (found under *Assessment* folder): Helps expedite account creation for students **not** already enrolled in IC- see article below for more information.
- Discipline Guidelines (found under *Behavior Resources* folder): Pulled from Ed. Code and IDEA for students w/ IEPs and 504s.
- **NEW IEP Packet Checklist and Cover Sheet** (found under *IEP Meetings* folder) and **Speech-Only IEP Packet Checklist and Cover Sheet** (found under *Speech and Language* folder): Please use this updated cover sheet to send in completed packets within 10 days of an IEP event. These updated sheets provides a helpful compliance completion checklist for case managers to reduce CALPADS errors, corrective actions from CDE, and the number of IEP pages that are printed and sent in after an IEP meeting.
- Legal Timelines for Special Education Assessment Desk Reference (found under *Assessment* folder).
- Prior Written Notice Guides (*PWN* Folder).

- Quicklinks (found in *Quicklinks* folder): A collection of hyperlinks to most frequently used forms for special education case managers and related service providers.
- Special Education Teacher **Reimbursement Procedure Memo and Form Links** (found under *Forms and Templates* folder and also in *Quicklinks* folder).
- SEIS Service Tracker Manual (found in *Service Logs* folder).
- Transition Planning Legal Requirements (found under *Transition* folder).

Special Education Related Staff Directory: Click here for updated version: [Special Education Related Staff Directory 2019-2020](#).

Upcoming Training Opportunities: Several upcoming trainings are available to special education staff--learn more and register here:

<https://www.scusd.edu/pod/certificated-professional-learning-sessions-0> Highlights were selected based on case manager feedback and include:

- Crisis Prevention Training
- Behavior Intervention- How to write BIPs
- Goal Writing
- Social Emotional Learning
- Transition Planning- How to write transition plans
- Dyslexia and Literacy

Coming Soon: SEIS-Generated Assessment Plan! The SEIS-generated assessment plan will be accessible in any student's IEP to be filled out directly from SEIS on 11/15/2019. This will replace the former SE-7, which will no longer be used. Here are some exciting new features of the SEIS-generated assessment plan that will benefit case managers and related service providers:

- Imports the student's information directly, thereby reducing case manager workload.
- Information can be filled in electronically directly through SEIS, instead of hand-writing.
- Can be reviewed by case managers, related services providers and administrators online for approval through SEIS **before** it is printed, reducing back-and-forth emails and lost versions between team members.
- The Prior Written Notice option is built in and so does not require additional paperwork to be printed.
- MediCal permission is built in, so printing of additional forms is not required.

Note: Procedures surrounding assessment plans have not otherwise changed.

- The SEIS-generated assessment plan should be signed by case manager, administrator (LEA Representative), and any related services providers who will be conducting assessments before it is given to parents.

- No related services/service providers should be signed on to plans without prior notice and consent. Please adhere to the related services referral procedures (found in *Related Services Referral Procedures* folder).
- Signed assessment plans must be uploaded to the child's file in SEIS and related service providers must be notified when those signed plans are received.

New CALPADS Registration Form and Language Survey: This form can be found in the *Assessment* folder in the SEIS document library. This form should be sent in when submitting the initial referral to SPEDreferrals@scusd.edu for any child who is **not** already enrolled in Infinite Campus. The purpose of this form is as follows:

- Allows the MIS team to generate an Infinite Campus account, quickly creating a unique and permanent SSID number for the child (a CALPADS requirement).
- Once that SSID number is generated, the MIS team can create the SEIS account for the student, resulting in quicker access to the student file for case managers.

Service Tracker Available Soon in SEIS: Looking for a digital way to record service deliveries for individuals or groups of students? Want to know if you've under or over-delivered services? Want an easy way to export and upload your logs for IEP meetings, eliminating the need for paper logs?

- Service Tracker Option in SEIS will be activated on 11/15/2019 - Log out and back into SEIS, then click the paper airplane to access.
 - **Please note:** Procedures surrounding requirement of tracking service deliveries have not otherwise changed- Service Tracker simply provides a digital option by which to record/log services.
 - Case managers are still required to maintain accurate logs (digitally via Service Tracker or the traditional paper logs) of services delivered to students as well as track progress toward IEP goals resulting from those services.
- Service Tracker Manual is already available in SEIS Document Library under *Service Logs* folder. It's also available in the SEIS Help Center under the [SEIS User Manual](#); See Appendix A.
- Let Sarah-Dhah@scusd.edu know if you have feedback related to Service Tracker or are interested in learning more.

Thank you for your ongoing contributions and feedback related to special education policies and procedures. We will continue to update the document library, online submissions forms and guidelines to promote ease of use by staff and improve services for students and families. Your feedback is important to making our policies and procedures the best they can be- please submit suggestions for improvement to sarah-dhah@scusd.edu.

Thank you.