

## Process for Completion of IEPs

### Anticipated Services Chart

The **Anticipated Services Chart** records the information regarding student services that the Cooperative must report to the state for funding purposes. It is critical that this information be accurate and complete.

#### Preparation for Completing “The Chart”:

- a. Following the IEP meeting, record all information regarding Special Education and Related Services on the appropriate screens of the IEP in WebKIDSS.

**NOTE:** This information must include **frequency, location and duration.**

- b. Click the “**Layout**” button below the student’s name and scroll down to the “**Anticipated Services Chart**” in the drop down menu and release.
- c. If this is an initial IEP, you will see a completely blank Chart. If this is an Annual Review, you will see information from the last IEP. This information can be cleared by clicking the “**Delete All**” button found below the “**Anticipated Services Chart**” button. After you have clicked “Delete All”, a pop up box will ask if you want to delete all lines, click “Yes” and the lines will be blank.
- d. Once you have a clear Chart, click the “**IEP**” button found at the top left side of the screen (above the student’s name and the “**Function**” button). Click “OK” on the next screen that appears. The next screen will indicate that there are errors on the IEP and will display a list of those errors. Click the “Print IEP with errors” button. Scroll to the bottom of the screen and click “**Display**”.
- e. When the IEP pops up on the screen, scroll down to the **Special Education and Related Services sections**. You now have the information you need to record on the Chart visible while you enter it.

**NOTE:** The information in the Special Education and Related Services sections must match the information on the ESC-99 in the Actions Proposed section and both must match the information recorded on the Chart.

#### Completing “The Chart”:

- a. In the column labeled “**Ln#**”, type the number of the line (1,2,3 etc).
- b. In the column labeled “**Service**”, click on the blue arrows and select the appropriate code for the service you are entering on that line.

**NOTE:** The **User Manual** found in the upper right hand corner of every page contains a list of the codes and their meanings.

- c. In the column labeled “**Setting**”, click on the arrows for a drop down menu of service codes. Again, refer to the User Manual for a list of the codes and their meanings.
- d. In the column labeled “**Begin Date**”, enter the date the service will begin - usually the same date as the IEP is signed.
- e. In the column labeled “**End Date**”, enter the date the service will end.

**NOTE:** Service dates must coincide with the end of the current school year and the start of the next school year. Therefore there will be two lines for each service that is to be provided for the duration of the IEP. The **End Date** of the second line must be **one day prior** to the IEP due date.

- f. In the column labeled “**Mins**”, indicate the actual number of minutes per school day that the service will be provided.
- g. In the “**Days**” column, indicate how many days per week the service will be provided.
- h. The “**Wks**” column should be left **blank**, as it will be completed automatically when the building is entered.
- i. The “**Service Frequency**” column has a drop down menu that allows the provider to indicate whether the service occurs every week, every other week, every third, fourth, eighth, ninth, twelfth, eighteenth week, or annually. Click on the appropriate number of weeks. Again, when the building is designated, the correct number of weeks will be calculated automatically.
- j. In the field below the Begin/End dates, click on the “**B**” button to select the building in which the services will take place. When the drop down menu of schools appears, click the correct school to highlight it. If this is the Primary building in which the student will receive services, check the box next to the word “**Primary**” above the list. Click on “**OK**” and you will return to the Chart. You will now see the Weeks of service correctly calculated.
- k. To designate the Provider for that service, click on the “**P**” button in the field below the Mins./Days/Wks. A drop down list of Providers will appear. Click the correct provider to highlight the name. If this is the Primary Provider for the student, click the box next to the word “**Primary**” above the list. Click “**OK**” and you will return to the chart and see the provider’s name in the correct field.
- l. Repeat the above process for each line of service being provided to the student.

**NOTE:** If the student will be moving to a new school next year (middle school, high school, etc.), The new provider’s name should be used on the Chart lines for next year.

**TIPS:**

1. If the student is receiving more than one service (pullout, inclusion, speech, OT, etc.), after you have entered the first line of service, clicking the “**Dup**” button will duplicate the entire line. You will then need to go in and make the changes in service codes, minutes, days, and/or provider as necessary, but will save time on dates and building.
2. If you complete all lines of service for the student for the current school year first, you can then click the “**Duplicate All for Next Year**” button found above the Chart. This

will automatically duplicate all of the service lines with the new dates. The **End Date** will indicate that the service will end **one day prior** to the IEP due date.

**3.** The majority of Chart errors are because of too many minutes/days indicated, or an error in Start or End dates. To verify minutes in the school day, click on “**Building**” on the top right hand side of the Chart screen. To verify start and end dates of the school year, click on “**Calendar**” just to the left of the Building button.

**The Final Step:**

When you have completed the Chart, click “Save” then click the “**MIS Errors**” button above the IEP Records box. A list of any errors or omissions in the IEP will appear so that you can make the necessary corrections prior to sending your paperwork to the Cooperative office. This is particularly important in identifying errors on the chart (too many minutes in a day, too many days in a week, incorrect service/setting codes, etc.) that may cause delays in reporting the information to the state.

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