

Process for Completion of IEPs

Changes/Revisions to IEPs During the Year ESC 625 (Meeting Required)

These directions are for making any **material change in services**, or a **substantial change in placement** in an IEP during the term for which the IEP was written.

Definitions:

➤ **Material Change in Service:**

A change that results in an increase or decrease of 25% or more of the duration or frequency of a special education service, a related service, or a supplementary aid or service.

➤ **Substantial change in placement:**

A change in placement that results in the movement of 25% of the student's school day from a less restrictive environment to a more restrictive environment, or a more restrictive to less restrictive environment.

Preparation for Amendment Meeting:

- a. If it has been more than **14 days** since the last Progress Report, be sure that all providers update progress reports on the **current/original** IEP record and print them to give to parents at the meeting.
- b. Print a copy of the **current/original** IEP to take to the meeting to make notes of any changes agreed to during the meeting.
- c. Create a **new IEP Amendment record prior** to completing the new ESC 400, 401 and 99 forms for the new meeting.

Creating the IEP Amendment Record:

- a. Go to the student's IEP in the WebKIDSS program.
- b. On the "**Demographics/Parent/School Data Screen**", click on the "**Add New/Amendment Record**" button.
- c. When you see the new screen, click on the "**Add Amendment IEP**" button.
- d. On the Amendment IEP Record screen, add the anticipated Initiation Date for the change(s).
- d. Click the "**Add Amendment IEP**" button and the program will take you back to the "**Demographics**" page. You should now see the newly created IEP in the "**IEP Records**" box (top right of screen) with the same date as the original IEP. The newly created IEP will be highlighted, with the Ed Status letter followed by a lower case "a" to indicate that this record is an amendment (for example, Ca would indicate an amendment for a Continuing student).

Archive the original IEP:

Once you have created the new IEP Amendment record, You will need to **archive** the old IEP.

- a. On the student's "**Demographics/Parent/School Data Screen**" screen, in the IEP

Records box, click on the IEP date immediately **below** the record you have just created. This date should be the date of the last IEP and will now be highlighted in blue. Click the **“Change Archive Status”** button also found on the right side of the “Demographics” screen.

NOTE: If you do not see this button, then you have not been designated as the primary provider on the “Anticipated Services Chart.” If this is an error, go to the Anticipated Services Chart and click the “P” in the circle after your name. When the new screen appears, click “Primary Provider” and “OK”. This will designate you as the primary provider for that student. If you are not the primary provider, you will not have permission to archive records.

- b. Once you have clicked the button, the program will take you to the **“Change Archive Status”** screen. You will see a list of some of the student’s demographic information. Below the list, you will see two archive categories: **Student Archived and IEP Record Archived**. Student Archived will be followed by the word **“No”** because teachers **do not** archive students. Next to **IEP Record Archived**, click the radio button in front of **“Yes.”**
- c. Click the **“Change”** button to archive the IEP.
- d. The program will take you back to the **“Demographics/Parent/School Data Screen”** screen. You will now see the following message in red:
“ IEP record is archived. Changes cannot be made.”
- e. Return to the IEP Records box and click on the top record (the newly created IEP record). You are now ready to complete the necessary forms.

Completing the required forms (ESC 400, ESC 401, ESC 625, ESC 99) in WebKIDSS

Forms Data:

- a. On the **“Demographics”** screen, above the Student’s name, click on the button which says **“Enter IEP data”**.
- b. Click on **“Enter Forms Data”** in the drop down menu.
- c. On the new screen, click on **“Select a Form”**.
- d. Click on the desired ESC form number in the new drop down menu.
- e. When the form appears on the screen, you will see that all the student’s demographic information is already complete.
- f. Complete the form(s) with the additional data you have available and click **“Save”**.
 - The **ESC 400 and ESC 401** can be completed fully and printed for distribution to the IEP Team as notification of the meeting.
 - The **ESC 625 and ESC 99** will be partially complete when printed, with additional information to be added at the meeting.
- g. Be sure to click on **“Display Form”** before you print.

During the IEP meeting:

- a. Indicate the areas of the IEP that are being changed by checking the appropriate boxes on the **ESC-625 IEP Amendment form**.
- b. Use the copy of the original IEP you printed to make note of all changes decided on during the meeting.
- c. Use the **ESC-625 form** to obtain all **required** IEP team signatures (including the parents, general ed teacher, administrator, and special ed teacher).
- d. If appropriate, have the parents sign and complete the **Medicaid Release** section at the bottom of the ESC-625 form (Only necessary if it has not been completed during the current school year).

e. Additionally, hand write the changes being proposed on the new **ESC-99** and have the parents sign the new **ESC-99** form to note acknowledgement and to obtain consent for the changes being proposed.

- Remember to record the proposed changes in **Section #1** (Statement of Actions Proposed) of the **ESC-99** as specifically as they will be written in the Special Education Services section of the IEP. (see **Prior Written Notice and Consent - ESC -99 in this manual**)
- Be sure that the parent has checked the appropriate boxes next to his/her signatures to indicate acknowledgement **and** consent.

Following the meeting:

a. Go to the student's IEP in the WebKIDSS program. You should see the Amendment record highlighted in **the IEP Record box**, indicating that you are looking at the new record that you created.

b. When you open it, this Amendment will be a duplicate of the original IEP.

***** Do not delete any information about a student or services the student has been receiving under the current IEP. *****

c. First, go to the **Dates/Ed Status page** and be sure the **Initiation Date**, is the date the parent signed the amendment. The IEP Meeting Date **does not** change.

d. You will now need to go through the IEP page by page, to add the changes agreed upon by the Team. The new information should always be **added** above the old information, with the **date of the amendment** typed in before each change.

Changing the Anticipated Services Chart:

- Change the **end** date for any services that were changed or dismissed at the meeting, to the day **prior** to the initiation date of the amendment.
- If there is a service for which the minutes changed, after you put the new end date on the original service, "**dup**" the line.
- Change the **start** date on the new line to the Initiation date of the Amendment and the **end** date to the day prior to the IEP due date.
- Change the minutes/days/weeks to what was decided at the meeting.
- Repeat this process for any service lines that have changed.
- If a service has ended, simply change the end date of that service to the day **prior** to the initiation date of the amendment.

NOTE: Do not delete any service lines from the Chart. The Chart should always represent **all services** that have been provided during the **full IEP year**.

Completing Forms:

When you have completed the information on the Amendment IEP, go to the **Forms Data** section again and complete the information on the **ESC-625 and ESC-99** if it has changed from what had been entered previously.

NOTE: You **do not** have to print an additional copy of the completed form. The hand-written documents signed at the meeting are sufficient to send to the Cooperative.

Submit Paperwork to the Cooperative Office:

- a. After making all of the necessary revisions to the IEP and the ESC-99, send **only the required** paperwork to the Cooperative Office :
- ESC-625 Form with all required signatures
 - ESC-99 Form
 - Behavior Intervention Plan (if a separate behavior plan is utilized)
 - Admit/Dismiss Form (if adding or deleting a service)
 - Medicaid Form (if not previously signed this year)
 - Health Care Plan (if modified)
- b. It is the Cooperative's expectation that **ALL** required paperwork will be submitted to the Coop office **within 10 school days** following the IEP meeting.

***** Please do not send additional paperwork or documentation. *****

IEP Review:

- a. The IEP/Amendment will be reviewed at the Cooperative Office. If changes or additional information are required, you will be notified by e-mail or through an IEP Checklist.
- b. After any necessary changes are completed, you must notify the IEP Specialist that the IEP is complete. The IEP Specialist will either confirm that the necessary changes have been completed or indicate which areas still require your attention.
- c. When you receive a printed copy of the IEP from the Cooperative Office, then either no changes or corrections were necessary or all corrections are complete.
- d. Copies of the IEP and Teacher Information Page will be filed by the Cooperative Office staff. Teachers should **not** file any IEPs or Forms.

***** Please do NOT make changes to an IEP (other than requested revisions) or create a new IEP record until you have received the official printed copy of the IEP from the Cooperative Office.*****

- e. The Cooperative Office will print the revised IEP and attach the ESC-625 and 99 forms. The printed IEP from the Cooperative Office is considered the "official IEP" and will be sent, from the Cooperative Office, directly to the parents and the primary provider. The primary provider will be responsible for making copies of the IEP for any other providers listed on the IEP.

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