



Special Education Day School Programs

***Individualized Education Program
Related Services Policy***

**DOCUMENTATION OF SERVICES
COMAR 13A.09.10.17G. (5)**

Documentation of each related service session provided, offered, or missed is maintained on the Sheppard Pratt Health System's School Information Management System (SEPHSIMS).

The documentation of each related service session contains the following information:

- Student's first, middle and last name
- Month, day and year of each related service session
- Length of time each related service session was provided
- Detailed information regarding missed/make-up sessions
- IEP goals or objectives being implemented during each session and notes regarding progress
- Signature and title of the related service provider
- Signature and title of lesser qualified provider (as applicable)

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**PROVISION OF SERVICES
COMAR 13A.09.10.17G. (6)**

Sheppard Pratt School is committed to providing all related services as specified on the IEP. In the event that **Sheppard Pratt School** is not able to provide a related service, either in part or whole, as specified on the IEP, **Sheppard Pratt School** will make every attempt to make-up those related services as soon as possible, as indicated below.

Circumstances where students will receive make-up service include:

- The provider is unavailable (e.g. illness, vacation, schedule conflict)
- The student missed a scheduled session due to a school activity (e.g. field trip, assembly)
- Student refused to attend the scheduled session
- Student is suspended from school
- Unscheduled school closure (e.g. inclement weather)
- Lack of transportation from local school system (LSS)
- DC student who is absent from school
 - Provider will make three attempts to make-up a missed service due to a DC student absence
 - After three attempts the provider will not be required to make-up the service
 - All attempts and make-up sessions will be documented accordingly in DC's Student Education Data System (SEDS)

***Attempts to provide make-up services will occur as soon as possible, or within six weeks of the missed session.**

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***Individualized Education Program
Related Services Policy***

**PROVISION OF SERVICES
COMAR 13A.09.10.17G. (6)**

Circumstances where students will NOT receive make-up services:

- Student is absent from school (DC student policy outlined previously)
- Student arrived late to school or departed early secondary to parental decision/medical appointment/illness
- School is closed according to the school calendar (e.g. holiday, scheduled no school, school in-service)

*Due to our internal monitoring system for related service provision (SEPHSims), therapy sessions may be provided to account for scheduled holidays/school closures/in-service days, to ensure all students receive consistent and equal access to related service provision throughout the school year.

Special Education Day School Programs

*Individualized Education Program
Related Services Policy*

**PROVISION OF SERVICE
COMAR 13A.09.10.17G. (6)**

The Education Director, or his/her designee, will notify the student's parent(s)/guardian and LSS in writing of any related services that **Sheppard Pratt School** was unable to provide or make-up by the end of each school year as specified on the IEP.

Notification will include:

- What related service(s) were not provided as specified
- The extent to which the related service(s) were not provided as specified
- When the **Sheppard Pratt School** will resume or make-up the related service(s)

The student's parent(s)/guardian shall be given a copy of this policy at the time of admission and a copy of this policy will be included in the materials mailed to the student's LSS by the beginning of each school year.

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Related Services Policy***

**PROVISION OF MONTHLY SERVICES
COMAR 13A.09.10.17G. (6)**

Monthly related service provision for newly enrolled and/or students with IEP related service additions/modifications will be provided as indicated on the IEP.

Provision of service may be modified given approval from the LSS agreeing to specific terms and modifications in service delivery.

Billing cost sheets will be determined based on the IEP and LSS approval of modifications.

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**STUDENT DISCHARGES
COMAR 13A.09.10.17G. (6)**

When a student is discharged from a school program:

- All related services will be provided up to and including the discharge date
- A cost sheet will be completed and sent to the LSS no later than 48 business hours after the discharge date
- The Education Director, or his/her designee, will notify the student's parent(s)/guardian and LSS in writing of any related services as specified on the IEP that **Sheppard Pratt School** was unable to provide or make-up by the date of discharge based on MSDE guidelines.

Notification will include:

- What related service(s) were not provided as specified
- The extent to which the related service(s) were not provided as specified