



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: Assessment Plans for Related Services

NUMBER: REF-715.2

ISSUER: Beth Kauffman, Associate Superintendent
Division of Special Education

DATE: April 29, 2019

ROUTING
 All Locations
 Local District Superintendents
 Special Education Service
 Center Administrators
 Related Services Providers
 Special Education Teachers

PURPOSE: The purpose of this reference guide is to provide updated information to schools regarding the 48-hour notification requirement to related services providers when a school receives a signed assessment plan in any related services area.

MAJOR CHANGES: This reference guide replaces REF-715.1 of the same name issued on January 26, 2015, and contains updated information regarding automatic Welligent notifications to service providers for completed assessment plans for special education and related services.

INSTRUCTIONS: In order for the District to be in compliance with the Modified Consent Decree (MCD) Outcome 10, Timely Completion of Evaluations timelines, and for assessment information to be sent electronically to the appropriate related service provider, school site personnel must complete the assessment plan electronically in Welligent.

Initial, Re-evaluation, and Triennial evaluations have a 60-day timeline for assessment completion after receipt of a signed assessment plan. As such, schools are required to document the date the District received the signed assessment plan within 48 hours of receiving a signed assessment plan into Welligent.

Schools must enter the date the District received the signed assessment plan from a parent/guardian in the “Date Signed Assess. Plan Recd.” field in the “Assessment” section in Welligent within 48 hours. Timely entry of this information into Welligent will ensure that service providers are notified and are provided with 60 days to complete assigned assessments. Once the date the District received the signed assessment plan is entered into Welligent, the system will send an automatic notification to the assigned providers indicating that the signed assessment plan has been received by the District.

Formal notification must be given to service providers via Welligent. Any other form of notification such as: receiving a signed assessment plan in a school mailbox, emailing a signed assessment plan, or verbally informing a provider of a signed assessment plan does not meet the formal notification requirement.



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INSTRUCTIONS **(Continued):**

Related Services include the following areas:

- Adapted Physical Education (APE) Motor Abilities
- Assistive Technology (AT) Academic Abilities
- Audiology (Aud) Health and Development
- Blind/Partially Sighted Services (VI) Health and Development
- Counseling and Guidance
- Deaf and Hard of Hearing (DHH) Language Function
- Language and Speech (LAS) Language Function
- Orthopedic Impairment Itinerant Services (OI) Academic Ability
- Occupational Therapy (OT) Motor Abilities
- Orientation and Mobility for the Blind (O and M) Health and Development
- Physical Therapy (PT) Motor Ability
- Recreation Therapy (RT) Motor Abilities
- Psychological Services (ERICS)

If a school site needs assistance with assigning a related services provider, needs clarification regarding a related services assessment area, or does not know who the service provider for a specific related service is, they should call the appropriate program below to obtain the provider's name:

- Related Services (LAS, OT, PT, RT, APE, AT): (213) 241-6200
- Psychological Services (Counseling, ERICS): (213) 241-8303
- LRE Programs (VI, DHH, Aud, OI, O and M): (213) 241-8051

ASSISTANCE:

For assistance or further information, please contact Jaclyn Tolj, Administrative Coordinator, Related Services at jaclyn.tolj@lausd.net or (213) 241-6200.