



## TIMELINE FOR LOGGING SPECIAL EDUCATION SERVICES

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**Responsible:** Office of School Leadership

### PURPOSE

This administrative procedure describes the process in which special education services will be logged and maintained in the Washoe County School District ("District" or "WCSD").

### DEFINITIONS

1. Accelify/Accelitrack: The computer program used to generate Individualized Education Plans and logging system for services.

### PROCEDURE

1. The expectation is that all related service providers are creating and maintaining logs of services. The expectation is that all logs are entered into Accelitrack, the district software for tracking IDEA services, within **one week** of service delivery. This ensures that logs are accurate and services have been delivered in conformance with the IEP. All related service providers (SLP, Counselors, Nurses, OT, PT, APE, AT, VI, Behavior consultants, and BCBAs) are expected to log their services in Accelitrack in conformance with the above timeline. To ensure that timely logging occurs, the following shall occur:
  - a. A weekly report will be generated from the Compliance Department using data gathered from Accelify. This report will consist of all logs for which services have not been logged but should have been delivered. Each supervising Instructional Coordinator (IC) and Executive Director will receive the report for their respective related service group.
  - b. Upon receiving the logging report, the following will occur:
    - i. The Compliance Department will email the related service provider requesting that the logs be updated within one week. The Compliance Department will copy the direct supervisor on the email.
      1. If the related service provider is able to log the missing services within the allotted time frame, the provider will update the direct supervisor and Compliance Department to reflect that the logs have been updated.

2. If the related service provider is unable to comply with the allotted time frame, the direct supervisor may grant an extension, also notifying the Compliance Department.
  - ii. If the related service provider does not respond to or does not comply with the logging directive, the following shall occur:
    1. The Compliance Department will send the related service provider a reminder email, with the direct supervisor copied. The provider will be notified that they have 3 working days in which to comply and enter the missing logs.
  - iii. If the related service provider does not respond to or does not comply with the logging directive within the 3 working days timeline, the following shall occur:
    1. The Compliance Department will send the related service provider a reminder email, with the direct supervisor, principal, Area Superintendent, Executive Director, and Compliance Administrator copied on the email. The provider will be notified that they have 3 working days in which to comply and enter the missing logs.
    2. Direct Supervisors will communicate with the related service provider to determine the reason for the delay of the logs.
      - A. If the related service provider is experiencing difficulty with the process, training by Compliance or the IC will be provided to the related service provider to help ensure understanding necessity of logging.
      - B. If logging becomes a continued demonstrated issue, when necessary, due process and progressive discipline will be followed.
  - iv. If upon a review of logging documents it becomes apparent that services have not been provided as specified in the IEP, the direct supervisor, principal, and Executive Director will work with the Compliance and Legal Department to develop a compensatory services offer for the family.
2. The expectation is that all special education teachers are collecting data and maintaining data collection for progress towards goals and objectives. Data

should be collected on goals and objectives on a weekly basis. If appropriate, work samples will also need to be collected to demonstrate progress towards goals and objectives. Data collection and work samples are to be scanned or uploaded into Accelify, the district software for tracking IDEA services, at the end of every month. To ensure that timely data collection occurs:

- a. On a weekly basis, the Compliance Department will utilize systematic validation of the data collected towards progress towards goals and objectives. Schools will be selected on a random basis, with the intention that every school and case load is validated at least once on an annual basis. A record will be maintained, documenting that validations have occurred and for which school.
- b. If, during the validation process, it is discovered that there is no data collection uploaded into Accelify, the following shall occur:
  - i. The Compliance Department will email the case manager requesting that data collection (including work samples) be uploaded into Accelify within one week. The Compliance Department will copy the direct supervisor on the email.
    1. If the case manager is able to upload the data collection within the allotted time frame, the case manager will update the principal and Compliance Department to reflect that the data collection has been uploaded.
    2. If the case manager is unable to comply with the allotted time frame, the principal may grant an extension, also notifying the Compliance Administrator.
  - ii. If the case manager does not respond to or does not comply with the directive, the following shall occur:
    1. The Compliance Department will send the case manager a reminder email, with the principal copied. The case manager will be notified that they have 3 working days in which to comply and upload the data collection.
  - iii. If the case manager does not respond to or does not comply with the directive within the 3 working day timeline, the following shall occur:

1. The Compliance Department will send the case manager a reminder email, with the principal, Area Superintendent, Executive Director, and Compliance Administrator copied on the email. The case manager will be notified that they have 3 working days in which to comply and enter the missing data collection.
2. The principal will communicate with the case manager to determine the reason for the delay of scanning and maintaining data collection.
  - A. If the case manager is experiencing difficulty with the process, training by Compliance or the IC will be provided to the case manager to help ensure understanding data collection.
  - B. If maintenance of data collection becomes a continued demonstrated issue, when necessary, due process and progressive discipline will be followed.
- iv. If upon a review of the documents it becomes apparent that services have not been provided as specified in the IEP, the principal, Area Superintendent and Executive Director will work with the Compliance and Legal Department to develop a compensatory services offer for the family.
3. Direct supervisors should ensure that preparation time is given as defined in the negotiated agreement.

### **LEGAL REQUIREMENTS & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure complies with the District's strategic plan and aligns/complies with the governing documents of the District, to include:
  - a. Board Policy 5000 – Student Records and Information

### **REVISION HISTORY**

Date	Revision	Modification
9/19/2019	1.0	Adopted