



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Online Behavior Intervention Implementation (BII) Tracking Course Available in the Learning Zone

NUMBER: REF-6378.0

ISSUER: Sharyn Howell, Executive Director
Division of Special Education

DATE: September 15, 2014

ROUTING

All District Locations
All Charter Schools
Local Instructional Area
Superintendents
Instructional Directors
Special Education Service
Center Administrators
School Site Administrators
Assistant Principals, EIS
Special Education Teachers
Special Education Assistants/
Trainees/ BII Providers

PURPOSE: The purpose of this Reference Guide is to provide information and procedures for registering and taking the Online Behavior Intervention Implementation (BII) Tracking Course.

MAJOR CHANGES: The “Related Resources” section has been updated to include new LAUSD Policy Bulletin 6269.0, “Multi-tiered Systems of Behavior Support for Students with Disabilities.”

BACKGROUND: All Los Angeles Unified School District Special Education Local Plan Area (SELPA) personnel who are assigned to provide Behavior Intervention Implementation (BII) Services are to track the services in Welligent as outlined in REF-5941.1: “Behavior Intervention Implementation Service Tracking Documentation Using the Welligent System.”

The Online BII Tracking Course is a component of the training provided for District and charter personnel in the LAUSD SELPA to accurately track behavioral services being provided to students. This course is now available in the Learning Zone. All case managers at District-operated or charter-operated sites within the LAUSD SELPA with students receiving BII are to enroll in and complete the Online BII Tracking course. This course is highly recommended for administrators with Special Education responsibilities.

INFORMATION: Course Availability
The Online BII Tracking Course is a web-based course and may be accessed at any time. Once registered, participants may access the course immediately. There are no prerequisites for this training.



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INFORMATION (Continued):

All participants must:

1. Enroll in and complete the Online BII Tracking course;
2. Pass the Online BII Tracking course quiz;
3. Print the certificate of completion and submit it to the school site administrator or administrative designee as evidence of completion.

REGISTRATION INFORMATION:

Registration is available only through the Learning Zone. To register, complete the following steps:

1. Go online to the Learning Zone at <https://lz.lausd.net>.
2. Log in using your Single Sign-on (SSO) username and password (the same sign-on used for District email);
3. Click on the "Courses" tab;
4. Click on the "Class Offerings" link;
5. In the "Program" drop-down menu, select "Special Education";
6. In the "Format" drop-down menu, select "Web-based Learning";
7. Click on "Search";
8. Click on the name of the course: "Online BII Tracking Course";
9. Click on the "Enroll Now" button;
10. Click "OK" to confirm your enrollment.

Note: You will be considered enrolled in the course upon receipt of a confirmation email sent to your LAUSD email account. The confirmation email will contain instructions for accessing the course.

To access the LAUSD Learning Zone, users will need to log in using their (SSO Account) Single Sign-On username and password.

- **For LAUSD Employees**, this is the same as your LAUSD email username and password. If you currently don't have an SSO Account, please submit a request through the LAUSD Single Sign-On Self Service Console (<https://sso.lausd.net>).
- **For Non-Employees** (Contractors, Charter School Employees, Service Providers, etc.), use your SSO username and password, which you have acquired online through the EZ-Access Request System. If you currently don't have an SSO Account, please submit a request through EZ-Access (<https://ezaccess.lausd.net>).

RELATED RESOURCES:

- BUL-6269.0: "Multi-tiered Systems of Behavior Support for Students with Disabilities"
- REF-5941.1: "Behavior Intervention Implementation Service Tracking Documentation Using the Welligent Service Tracking System"
- *Title 5 California Code of Regulations 3065*

ASSISTANCE:

For assistance or further information, please contact Laura Zeff, Specialist, Behavior Support via email at laura.zeff@lausd.net or Lisa Rhee, District Behavior Specialist, via email at lisa.rhee@lausd.net or you may call the Division of Special Education at 213-241-6701 to reach either of the above individuals.