LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE:	Resource Specialist Program - Service Tracking, Documentation, and Monitoring	**ROUTING**
		    All District Locations
		    All Charter Schools
		    Local District
		       Superintendents
		    Local District Directors
		    Local District Special
		       Education
		    School Site Administrators
		    Resource Specialist Teachers

NUMBER:	REF-041781.0	
ISSUER:	Beth Kauffman, Associate Superintendent Division of Special Education	
DATE:	October 16, 2017	

PURPOSE: The purpose of this Reference Guide is to provide information and procedures regarding service delivery, documentation, and monitoring of Resource Specialist Program (RSP) services. Resource specialist teachers (RSTs) in all District and Charter schools are required to follow procedures outlined in this Reference Guide.

MAJOR CHANGES: This Reference Guide replaces REF-5617.0: "Resource Specialist Program Service Tracking Implementation and Documentation Using the Welligent Service Tracking System" dated October 10, 2011. It contains updated information on RST responsibilities, mandated training/course, procedures for service provision and documentation, and self-monitoring tools/reports.

DUE DATE: 2017-2018 School Year: The completion of the mandated course and certification are due as soon as reasonably possible, but no later than 20 days after being enrolled in the class.

Completion of the mandated course and certification are due no later than 20 days after the start of each school year thereafter.

Enrollment: All LAUSD RSP teachers will be auto-enrolled in this course. RSP teachers at independent charter schools will be required to enroll themselves in the open section of the course.

BACKGROUND: Federal and state laws mandate that students with disabilities must be provided special education services at the duration and frequency specified in their Individualized Education Program (IEP). These special education services include RSP services. RSTs must document the provision of service in the Welligent Integrated System and use Welligent Service Delivery Reports to self-monitor delivery and documentation of services. Local District and school site administrators must monitor RSP service provision using the Welligent Service Delivery Reports to ensure students receive services indicated in their IEPs.

PROCEDURES: *RESOURCE SPECIALIST TEACHER RESPONSIBILITIES*

The RST is responsible for the following:

- Provide RSP services to students at the duration and frequency specified in Free Appropriate Public Education (FAPE) Part 2 of the students' IEPs beginning the first week of school.
  - For newly signed IEPs where RSP services on FAPE Part 2 are offered and consented to after the start of the school year, services are provided beginning the next school day, if the interval is *daily;* within 3 school days, if the interval is *weekly*; and within 10 school days, if the interval is *monthly*.
  - Provide make-up services to students whose service sessions were cancelled due to provider-related absences, including the absence of the special education assistant/trainee.
  - Develop a service plan to make-up minutes appearing as "Minutes Owed" on the SER300P report.
  - On an annual basis, complete and pass the *Resource Specialist Program: Service Tracking, Monitoring and Reports* course available in Learning Zone within 20 days of being enrolled in the class, or within 20 days of starting an RST position (if the new RST assignment takes place after the enrollment period). All LAUSD RSP teachers will be auto-enrolled in this course. RSP teachers at independent charter schools will be required to enroll themselves in the open section of the course.
  - Submit certificate of completion for the *Resource Specialist Program: Service Tracking, Monitoring and Reports* course to the school principal no later than 5 days after completing the course.
  - Log into the Welligent Integrated System and update and/or create service records for students on their service caseload.
  - After an IEP team meeting is held and the IEP is signed, the RSP teacher is required to inactivate the previous RSP service record(s) and create a new one for each performance area as specified on FAPE Part 2 of the IEP.
  - Create a new service record for students who have transferred from another school district as soon as the IEP is reviewed and RSP services have been identified on the out-of-district IEP.
  - Document services provided to students at the duration and frequency as specified in their IEPs on the Welligent RSP Tracker in the *Daily/Weekly Services Data Entry* module no more than five (5) days after providing the service. All service sessions must be documented in the Welligent RSP Tracker within five (5) days of providing the service.
  - Document services provided by the special education assistant/trainee in

**PROCEDURES
(Continued):**

the Welligent RSP Tracker within 5 days of service provision.

- Document comparable RSP services for students who have transferred from another school district within five (5) days of providing the services and until the 30-day IEP is held and signed. Then, inactivate the service records where the interim services were documented and create new service records for the newly signed IEP where RSP services were offered and consented to by the parent.
- Use cancellation codes to document student absences (See Attachment A).
- Submit a signed *RSP Monthly Attendance Form* report to administrator on the 5th of every month for the previous month's service provision.
- Maintain a portfolio of all submitted *RSP Monthly Attendance Forms*, organized by school year for a period of five (5) years, which include an administrator's signature acknowledging the form was reviewed.
- Maintain up-to-date service delivery schedules accessible to all service providers.
- Maintain an up-to-date substitute folder in the Main Office which contains information on the days, times, and locations of services to students with RSP services on the provider's caseload.
- Review service delivery reports in Welligent, SER300P, SER315P and *RSP Monthly Attendance Form*, on a weekly basis to ensure RSP services meet the duration and frequency specifications of RSP services on students' IEPs.

Welligent Integrated System – RSP Service Tracking Training

Detailed training and information on how to use the RSP Tracker in the Welligent Integrated System to document and monitor the provision of RSP services can be found in the Learning Zone (keyword search: RSP).

The Learning Zone *Resource Specialist Program: Service Tracking, Monitoring and Reports* comprehensive training provides information on the following:
- Policies and Procedures
- Adding RSP Services to the IEP
- Service Records
- Service Tracking (Logging Services)
- Service Delivery Reports

To access the LAUSD Learning Zone, users will need to have an LAUSD e-mail account and have a Single Sign-On (SSO) user name and password. Administrators and teachers assigned to a charter school who do not possess an

PROCEDURES (Continued):

LAUSD SSO can get access to Learning Zone through "EZ-Access" https://ezaccess.lausd.net/.

Monitoring Service Provision

RSTs and school administrators must utilize service delivery reports from Welligent to monitor the provision of RSP services. Refer to Attachment B for report descriptions and instructions on accessing the Welligent reports. RSTs can access service delivery reports to retrieve cumulative service delivery data for the current school year (SER300P) and service delivery data on missing services (SER315P).

The *RSP Monthly Attendance Form* provides a calendar view of services that have been documented in the Welligent Daily/Weekly Services Data Entry module. This report captures service documentation for one calendar month. The data can be used to assist RSP service providers and administrators in taking appropriate, timely action when discrepancies in service delivery and/or documentation are noted. The *RSP Monthly Attendance Form* should be submitted to the school site administrator on the 5th of every month for the previous month's service provision and should be maintained at the school site for monitoring purposes for a period of five (5) years. The *RSP Monthly Attendance Form* can be used as a tool to ensure duration and frequency align with students' service requirements according to their IEPs. Refer to Attachment C for additional information on monitoring service delivery to ensure duration and frequency.

RSTs and school site administrators are to review the service delivery reports from Welligent weekly as part of their self-monitoring to ensure that all students with RSP services receive the service in accordance with their IEPs. If discrepancies are identified, the school administrator and RST need to work together to identify whether the discrepancies are related to service delivery and/or documentation. They then develop a service schedule so that minutes owed and/or any other service discrepancies may be targeted and resolved.

Case Carrier/Manager vs. Service Provider: Definition

Every student who receives RSP services must be assigned to a case carrier.
- A case carrier/manager is the RST who has a student on his or her Special Education Student Assignment Coordination (SESAC) report.
- A service provider is any RST who provides services to a student.

PROCEDURES
(Continued):

Case Carrier, Primary Provider, and Additional Providers

The principal and the case carrier are responsible for ensuring accurate Welligent documentation of the service minutes which are provided to students with RSP services on the case carrier's SESAC. If there is more than one RST providing services to a single student, each RST (service provider) must document the minutes he or she individually provided to the student in Welligent. The case carrier RST should be named as the *Primary Provider* on the service record and any other servicing RST should be named as the *Additional Provider* on the same service record.

The principal and the case carrier are ultimately responsible for monitoring and ensuring that the duration and frequency of RSP services are compliant according to the specifications of the active IEP. Effective and ongoing communication between the case carrier and additional service providers, if any, must immediately be established and maintained.

Service Provided by Special Education Assistants

Special education assistants/trainees provide RSP services to support a student's instructional program. Services rendered by special education assistants/trainees under the guidance of an RSP teacher count toward the prescribed minutes of service specified on students' IEPs.

All RSP services provided by the special education assistant/trainee must be supervised, monitored, and documented in the Welligent RSP Tracker by the case carrier RST. The RST must meet with the special education assistant/trainee to review daily lesson plans. Any RSP service that is interrupted or missed due to the absence of a special education assistant/trainee must be made up by the case carrier/service provider RST. The RST is responsible for making adjustments to the daily class/service delivery schedule during the special education assistant/trainee's period of absence.

Service Provided by Substitute Teachers, Substitute Coverage, and Service Tracking

When the RST is absent, a substitute teacher is required. The RST shall provide the substitute teacher with all required information regarding students with disabilities on his or her caseload. As per BUL-6524: "Required Information Provided to Substitute Teachers," the substitute teacher will require information regarding students with disabilities in order to be effective. All substitute teachers who teach students with disabilities in general or special education programs shall be provided with and given access to information about the

PROCEDURES (Continued):

nature of students' needs as documented in IEPs or Section 504 plans including, but not limited to; accommodations, modifications and supports; special education and related services; and any Behavior Support Plan that must be implemented.

To facilitate the provision of RSP services to students by a substitute teacher, the RSP teacher (service provider) must maintain a substitute folder and:

- Create a daily class/service delivery schedule that includes the school's official bell schedule and keep the schedule in an accessible location for the substitute teacher;
- Update the daily class/service delivery schedule for all students on the RST's service caseload on a monthly basis and/or when changes to the caseload take place (adding/removing students);
- Keep a paper copy of the RSP service delivery schedule with instructions on when and where services are to be provided for each student on the RST's service caseload. The maintenance of updated service delivery schedules is critical in ensuring RSP services are uninterrupted in the event of an RST's absence.
- Currently, it takes more than one day to issue a service provider a Welligent password. This impacts an RSP substitute teacher's access to Welligent. Until the Welligent Integrated System can provide RSP substitute teachers with passwords on the day of their assignment, RSP substitute teachers who do not have access to Welligent will document their service delivery in paper form. The returning RST or other qualified school staff member must document, in the Welligent RSP Tracker, the service delivery provided by the RSP substitute teacher within 5 days of service provision.

SCHOOL SITE ADMINISTRATOR RESPONSIBILITIES

Principals and Assistant Principals are required to implement the following:

- On an annual basis, the RST must complete and pass the *RSP: Service Tracking, Monitoring and Reports* course available in Learning Zone within <u>20</u> days of being enrolled in the class, or within <u>20</u> days of starting an RST position (if the new RST assignment takes place after the enrollment period). All LAUSD RSP teachers will be auto-enrolled in this course. RSP teachers at independent charter schools will be required to enroll themselves in the open section of the course.
- At the start of every school year, within the first <u>20</u> days of school, review the comprehensive Learning Zone training: *Resource Specialist Program: Service Tracking, Monitoring and Reports* which will provide information on service tracking, service delivery monitoring, and RST

PROCEDURES (Continued):

requirements;

- Collect and maintain a file of RSTs' Learning Zone RSP Tracking Training Certificates of Completion;
- Use Welligent Service Delivery Reports on a weekly basis to monitor the delivery of services to students in order to ensure students receive the duration and frequency specified on their IEPs;
- Confer with RSTs whose provision of services fall below the target range per data on the Welligent Service Delivery Reports and inform RSTs that data from the service delivery reports may be used in their performance evaluation;
- Provide guidance and support to RSTs regarding documentation, monitoring, and delivery of services at the duration and frequency specified on students' IEPs;
- Identify and address service delivery discrepancies by conferring with the RST; and
- Collect, review, sign, and maintain a file of the *RSP Monthly Attendance Form* report for all RSTs at the school site. Provide each RST a signed copy of their submitted *RSP Monthly Attendance Form* within 5 days of receiving the report.

ATTACHMENTS:

Attachment A: Service Tracking Attendance/Cancellation Codes
Attachment B: Welligent Service Delivery Reports for RSTs
Attachment C: Monitoring Duration and Frequency

ASSISTANCE:

For assistance or further information regarding the provision of RSP services please contact your Local District's Special Education Office:

Special Education Administrator	Local District	Phone Number
Cindy Welden	Northwest	(818) 654-5001
Alesha Haase	Northeast	(818) 686-4400
Bette Medina	West	(310) 235-3700
Janet Montoya	East	(323) 224-3300
José Soto	South	(310) 354-3431
Christina Cisneros	Central	(213) 241-4999

RELATED RESOURCES:

Welligent Integration System Assistance:

For assistance using the Welligent Integrated System, please contact the Welligent Support Unit at welligentsupport@lausd.net or call the Welligent Support Unit at (213) 241-4174.

- BUL-1258.1: "Description of the Resource Specialist Program and the Role

RELATED RESOURCES (Continued):

of the Resource Specialist Teacher – Revised," dated November 15, 2004

- REF-2025.3: "Development and Implementation of a Learning Center at the Secondary Level," dated October 17, 2016

Service Tracking Attendance/Cancellation Codes

Below is the list of Division of Special Education approved cancellation codes for all services offered on FAPE Part 2. Cancelled service sessions due to any of the (5) codes listed below do not need to be made-up.

| Code	Cancellation Reason	Definition
SA	Student Absence	[] Use in the event any student was absent from school the entire day. [] Use if any student left or is leaving school early due to illness. [] Use if any student has a 'medical hold' (must include details in the case notes/session results text box in Welligent).
SN	No Show	[] Use in the event any student does not show to class or assigned location of service. [] Use in the event any student is too sick to provide service, but remains on campus (must include details in the event notes/session results text box in Welligent).
PR	Parent Refused Service	[] Use if parent declines or waives service sessions for a specified time period (must keep parent letter declining services in student file & cum file and must include details in the event notes/session results text box in Welligent). [] Use in the event any parent refuses service as specified on Sec Q – Page 10 of IEP (Initial IEPs & Parent Revocations). [] Use in the event any parent refuses a specific service as specified on Sec Q – Page 10 of IEP, but wishes to continue all other services and a new IEP team meeting will not be held. (IEP Team is to document parent request on Sec Q – Page 10, collect a written notice from parent indicating a refusal of service, and upload into Welligent).
LT	School-Wide Testing	[] Use during Smarter Balanced (SBAC), California Alternate Assessment (CAA), CAASPP, CELDT, PFT (Fitnessgram), and NAEP testing per District testing calendar.
SR	Student Refused Service	[] Use in the event any student refuses services. (Documentation of the incident **must** be recorded in the session results/case notes within Welligent.)

All missed services must be rescheduled and made-up to meet special education legal requirements.

WELLIGENT SERVICE DELIVERY REPORTS FOR RSTs

There are various service delivery reports available in Welligent to assist RSTs in monitoring their service provision.

SER300P (Year-to-Date Documentation) – This report provides year-to-date data for all documented service sessions a provider has logged into Welligent. Access to this report is limited to specific user roles. This report is run by single provider and by one or all assigned locations. Service delivery is summarized into percentage (PCT) and then categorized into the following tiers:

Tier 1: 100% (+)
Tier 2: 90% – 99.9%
Tier 3: 70% – 89.9%
Tier 4: 40% – 69.9%
Tier 5: 0.01% – 39.9%
Tier 6: 0%
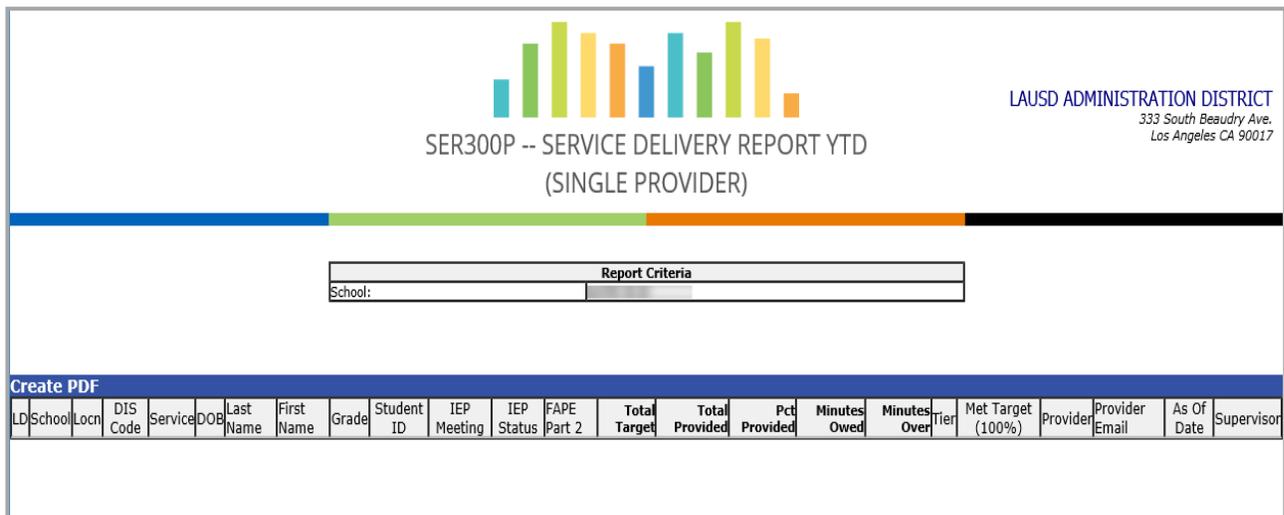
NOTES:

To provide a **year-to-date** overview of service delivery for students according to FAPE Part 2 of their IEPs.

- ❑ Cumulative
- ❑ YTD and displays cumulative data for all Active IEPs within report window
- ❑ Report window is August 1st (through) "As of Date" on report
- ❑ "As of Date" has 2-day delay
- ❑ Minutes appearing as Over or Owed are in relation to 100% of Target for all IEPs that have been active within the report window

Please note that the Target, Minutes Owed, and Minutes Over are only computed after parent signature is obtained and services are consented on the IEP.

SER315P (Missing Services) – This report contains all students who have the service on their IEP, but have no services logged in the past 30 days from the "As of Date" of the report. This includes students without a case record. This can be run at the Local District (LD) or school level for a service.

MESSAGES:

{} *No Services Logged*: Student has an active IEP and service record, has a primary provider assigned, and no services were documented within the past 30 days from the "As of Date" of the report

{} *No Case Record*: Student has an active IEP, but no service record has been created and therefore, no services have been documented

{} *Case Record w/No Provider*: Student has an IEP and a service record, but there is no 'Primary Provide*r*' named on the service record

NOTE:
Report is refreshed every SUNDAY per the 'As Of:' date.

SER315P - 30 DAY SERVICE REPORT (MISSING SERVICES - SINGLE PROVIDER)

LAUSD ADMINISTRATION DISTRICT
333 South Beaudry Ave.
Los Angeles CA 90017

Report Criteria

Service:	
School:	

Create PDF

SERVICE	DIS	District	SCHOOL	LOC	Last Name	First Name	Student ID	Trk	IEP Date	IEP FAPE PART 2	SCH DAYS	TGT MIN	ACT. MIN	MESSAGE	PROVIDER	AS OF:
RSP	RSP															
RSP	RSP															

Report Requested: 13-Sep-2017 10:00:22am

Report Delivered: 13-Sep-2017 10:00:23am

Report Requested By:

Print Report	Close Report

NOTES:
- ❑ This report is a "snapshot" taken once a week, occurring on Sundays.
- ❑ Service prescription (duration and frequency) is taken directly from the Active IEP, specifically, FAPE PART 2.
- ❑ Service minutes must be documented onto the Daily Weekly Services Data Entry module before Friday at 5:00p.m. so that those minutes are updated and captured by the Sunday report.
- ❑ Report does not take into account the sign-date of the IEP, rather the meeting date.
- ❑ The targets (TGT column) are generated based on the past 30 calendar days by computing the number of school days available to the student according to their school calendar.
- ❑ Students will appear on this report if ZERO minutes were documented within the past 30 days.

RSP Monthly Attendance Form – The *RSP Monthly Attendance Form* must be submitted to the site administrator on the 5th of every month for the previous month's service provision. This report provides a monthly, calendar view, of services that have been documented on the Daily/Weekly Services Data Entry module. This report can be very helpful and used as a tool in review of service documentation for students who have a weekly prescription.

> o A provider can retrieve a blank *RSP Monthly Attendance Form* by selecting data for a future month. It may be used as a worksheet in preparation for documenting delivered minutes in Welligent.

SAMPLE View of RSP Monthly Attendance Form

LAUSD Administration District
Monthly Attendance Form

SERVICE DATES FOR CALENDAR MONTH:	FEBRUARY 2017	SERVICE:	RSP
LOCATION CODE:		LOCATION NAME:	
PROVIDER NAME:		PROVIDER ID#:	
PROVIDER SIGNATURE:		DATE:	
ADMINISTRATOR SIGNATURE:		DATE:	

Legend

Setting	Performance Area	Attendance	Attendance Instructions
P= Co-Planning T= Co-Teaching D= Direct Instruction Inside of General Education O= Outside of General Education	L= English/Language Arts M= Math O= Other E= Elective	Cancelled: No Show (SN) = SN Cancelled: Parent Refused Service (PR) = PR Cancelled: Rescheduled (CR) = CR Cancelled: School-Wide Testing (LT) = LT Cancelled: Student Absent (SA) = SA Cancelled: Student Refused Treatment (SR) = SR PSYCH SERVICES ONLY: NPS-RTC ERICS Approved Absence = DR NURSING ONLY: Direct Nursing Supervision = 30 NURSING ONLY: Indirect Nursing Supervision = 29 NURSING ONLY: Medication Not Needed, See Narrative = 16 NURSING ONLY: Monitored by Trained School Staff = 31 NURSING ONLY: No Show, See Narrative = 39 NURSING ONLY: Out Of Medication, See Narrative = 5 NURSING ONLY: Out of Supplies for Procedure, See Narrative = 33 NURSING ONLY: Procedure Not Needed, See Narrative = 17 NURSING ONLY: Provided by Contracted NPA-Provider = 42 NURSING ONLY: Provided by Parent/Designee = 41 NURSING ONLY: Refused Medication, See Narrative = 37 NURSING ONLY: Refused Procedure, See Narrative = 38 NURSING ONLY: Student Sched Change For This Day = 24 Completed - enter actual minutes for session.	1. Make copies for yourself 2. Use the legend at left for attendance markings 3. Use the legends at left for model, setting and performance area 4. Attendance forms are due monthly on the 5th

Student ID	LAST NAME	FIRST NAME	DOB MM/DD/YYYY	SETTING	PERFORMANCE AREA	WE	TH	FR	SA	MO	TU	WE	TH	FR	SA	MO	TU	WE	TH	FR	SA	MO	TU	WE	TH	FR	SA	MO	TU
						01	02	03	04	06	07	08	09	10	11	13	14	15	16	17	18	20	21	22	23	24	25	27	28
			01/31/2006	Q	LITERACY	40	40			40	40	40	40			40	40	40	40			40	40	40	40	40		40	40
			01/31/2006	Q	MATH	30	30			30	30	30	30			30	30	30	30			30	30	30	30	30		30	30
			09/15/2008	Q	LITERACY	40	40			40	40	40	40			40	40	40	40			40	40	40	40	40		40	40
			09/15/2008	Q	MATH	30	30			30	30	30	30			30	30	30	30			30	30	30	30	30		30	30

NOTES:

- Review this form weekly to ensure that the minutes you documented were recorded.
- This form helps verify services you documented were recorded.
- This report is "live" and will display recently documented service sessions.
- This form may assist in determining whether **duration** and **frequency** were met.

(*Submit previous month's data—on the 5[h] of March, submit data for month of February.*)

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Special Education

WELLIGENT NAVIGATION

All of the service delivery reports, including the *RSP Monthly Attendance Form r*eport, are located in *STS Provider Service Reports (Custom Grouping)* module in the *REPORTS* section of the Welligent Integrated System.

Accessing RSP Monthly Attendance Form & Service Delivery Reports (SER300P/315P)

1. Click on the Reports button.
2. Select STS Provider Service Reports (Custom Grouping) on the Report Category drown-down menu.
3. Click on desired report.

Resource Specialist Program
Monitoring Duration and Frequency

There are a number of ways RSP providers can self-monitor service provision and documentation. Below is one way a provider can ensure that services provided to students meet the duration and frequency specified in the IEP. To provide 100% of a student's RSP service prescription according to FAPE Part 2, *Frequency*, *Interval*, *Minutes/Interval* and *Minutes/Interval Pullout from Gen Ed (Duration)* must be met. Duration is the total number of minutes specified on FAPE Part 2 of the IEP.

Considerations:

				Effective With This IEP	Future Changes Related To This IEP
	Service 1		Start Date:	Effective on Signature Date 26-Apr-2017	
	RSP		End Date:		
	RSP		Service applies to:	Regular	
			Frequency:	1-5	
	This service addresses the following goals:		Interval:	Weekly	
	4(Mathematics)		Minutes/Interval:	120	(DURATION)
			Minutes/Interval (Pullout from Gen Ed):	60	
			Service Delivery Model:	RSP: Collaborative Teaching and Planning	
			RSP Area:	Math	
			Responsible Personnel:	Resource Specialist Teacher	
				General Education Teacher	
				Other Provider(s)	

The number of times

Within this period

Will TOTAL (Duration)

Pullout minutes are part of the TOTAL
120 – 60 = **60 min** in GE
60 min = Outside of GE

60 + 60 = **120** Minutes/Interval
(Total= **Duration**)

Self-monitoring documentation of services using the RSP Monthly Attendance Form

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The RSP Monthly Attendance Form should be submitted to a school administrator on the 5th of every month for review. The data includes the past month's documented RSP services.

Navigation
*RSP Monthly Attendance Form is available in the **REPORTS** button on the green menu bar.*
1. Click on the REPORTS button.
2. Select the STS Provider Service Reports (Custom Grouping) on the drop-down menu in the Report Category section.
3. Select RSP Monthly Attendance Form (Report ID 380) from the report listing.
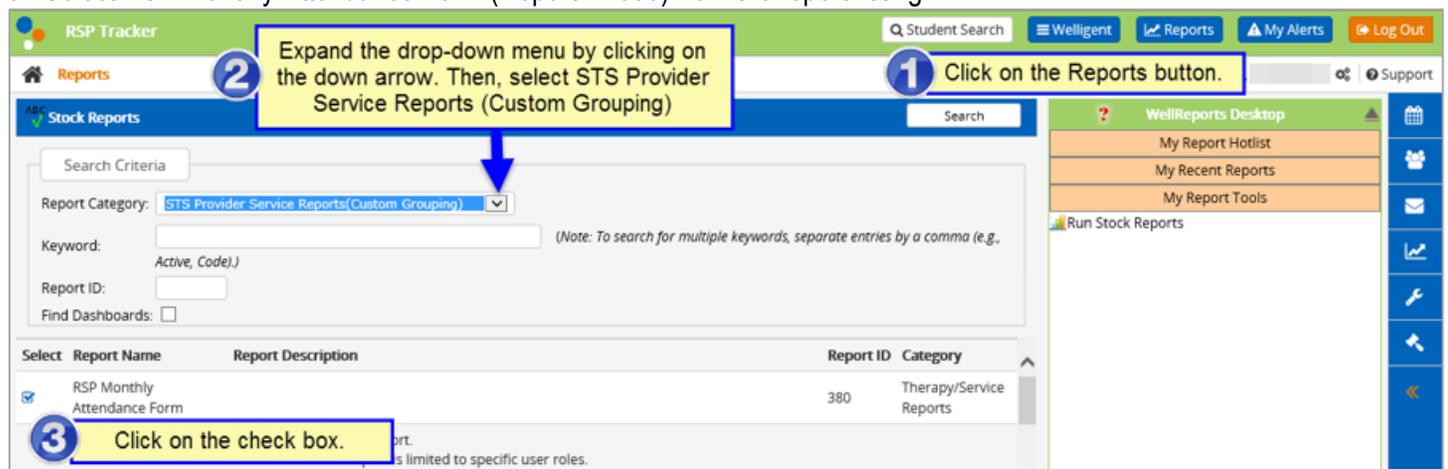
4. Enter values for *Month*, *Year*, *Location*, and *Type of Service*. Then, click Run/Excel.

Once the RSP Monthly Attendance Form is retrieved, review students' FAPE Part 2 service offer to ensure their FAPE Part 2 service offer aligns with the provider's documentation.
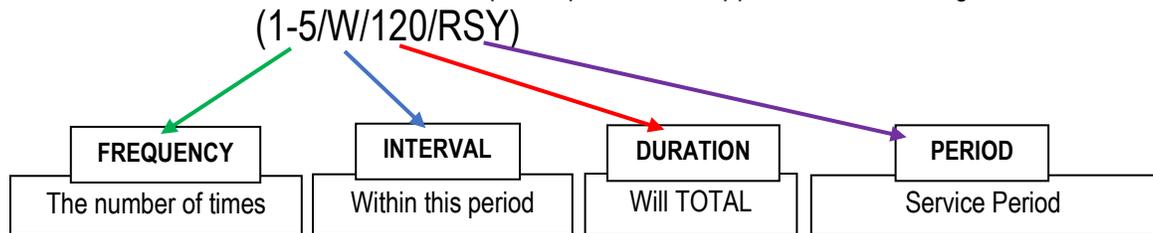
EXAMPLE:

A student's FAPE Part 2 service offer indicates
    Frequency: 1-5
    Interval: Weekly
    Minutes/Interval: 120
    Minutes/Interval Pullout from Gen Ed): 60

This type of service prescription will require two (2) service record.
- 1 Service Record = 60 Minutes Inside General Education
- 1 Service Record = 60 Minutes Outside General Education
- 2 Service Records Total with 120 Total Minutes Provided

On a service report, such as SER300P/SER315P, the service prescription would appear in the following format:

(1-5/W/120/RSY)

FREQUENCY	INTERVAL	DURATION	PERIOD
The number of times	Within this period	Will TOTAL	Service Period

Let's check documentation using RSP Monthly Attendance Form.

Minutes entered on the Daily/Weekly Services Data Entry module appear in the RSP Monthly Attendance Form in the following format:

Let's review if the documentation meets the duration and frequency specified below on FAPE Part 2 of the IEP.

		Effective With This IEP	Future Changes Related To This IEP
Service 1	Start Date:	Effective on Signature Date 26-Apr-2017	
RSP	End Date:		
RSP	Service applies to:	Regular	
	Frequency:	1-5	
This service addresses the following goals:	Interval:	Weekly	
4(Mathematics)	Minutes/Interval:	120	
	Minutes/Interval (Pullout from Gen Ed):	60	
	Service Delivery Model:	RSP: Collaborative Teaching and Planning	
	RSP Area:	Math	
	Responsible Personnel:	Resource Specialist Teacher	
		General Education Teacher	
		Other Provider(s)	

LAUSD Administration District

Monthly Attendance Form

SERVICE DATES FOR CALENDAR MONTH: OCTOBER 2017　SERVICE: RSP
LOCATION CODE: 　LOCATION NAME:
PROVIDER NAME: 　PROVIDER ID#:
PROVIDER SIGNATURE: 　DATE:
ADMINISTRATOR SIGNATURE: 　DATE:

Legend

Setting
P= Co-Planning
T= Co-Teaching
D= Direct Instruction Inside of General Education
O= Outside of General Education

Performance Area
L= English/Language Arts
M= Math
O= Other
E= Elective

Attendance
Cancelled: No Show (SN) = SN
Cancelled: Rescheduled (CR) = CR
Cancelled: Student Absent (SA) = SA
Cancelled: Parent Refused Service (PR) = PR
Cancelled: School-Wide Testing (LT) = LT
Cancelled: Student Refused Treatment (SR) = SR

Attendance Instructions
1. Make copies for yourself
2. Use the legend at left for attendance markings
3. Use the legends at left for model, setting and performance area
4. Attendance forms are due monthly on the 5th

Student ID	LAST NAME	FIRST NAME	DOB MM/DD/YYYY	SETTING	PERFORMANCE AREA	MO 02	TU 03	WE 04	TH 05	FR 06	SA 07	MO 09	TU 10	WE 11	TH 12	FR 13	SA 14	MO 16	TU 17	WE 18	TH 19	FR 20	SA 21	MO 23	TU 24	WE 25	TH 26	FR 27	SA 28	MO 30	TU 31
			03/05/2008	Q	LITERACY	60																									
❶			03/05/2008	Q	MATH			30	30																							
			03/05/2008	I	LITERACY			30	30																							
❷			03/05/2008	I	MATH	30	30																									

60 Minutes Outside GE for Math
60 Minutes Inside GE for Math

Documentation on RSP Monthly Attendance Form indicates:

Duration from FAPE Part 2 (120) was met:

Service Record 1—Minutes Outside GE: 30 + 30 = **60**
Service Record 2—Minutes Inside GE: 30 + 30 = **60**

Frequency from FAPE Part 2 (1-5) was met: **(4x)** in one week