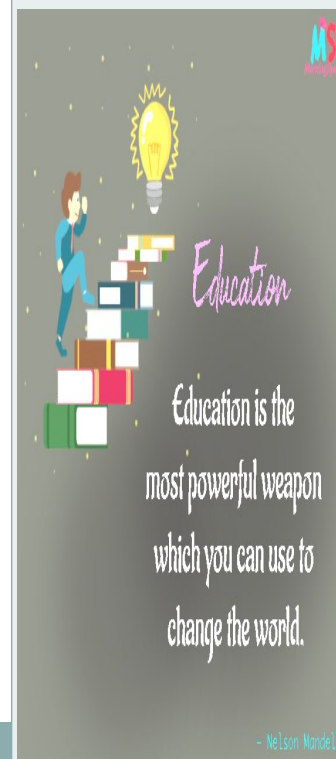


## SPEDITION NEWSLETTER

Arnella Jamison, Ph.D., Director  
Jennifer Parker, Supervisor

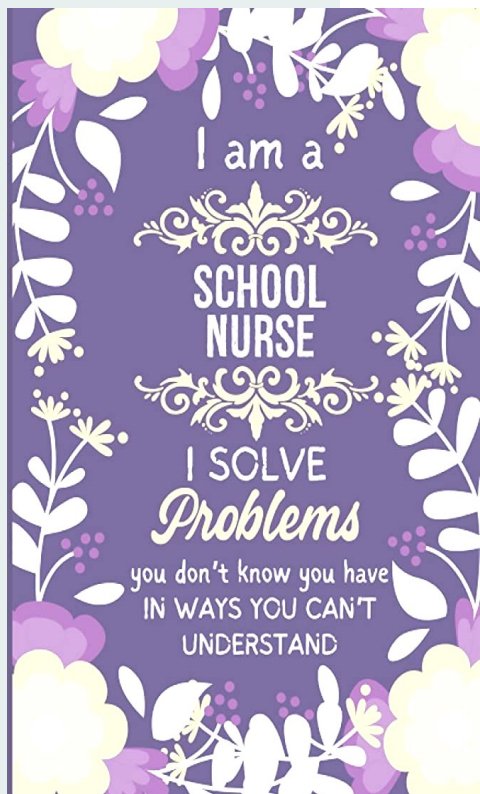
Kelley Williams, Superintendent  
Dr. Kimberly Leverette, Associate Superintendent

# *Teacher Appreciation Week* *May 8-12, 2023*



*School Nurse Appreciation Week*

*May 8-12, 2023*



Just a quick note to say a BIG THANK YOU to our wonderful school nurses.

Odetha Hollis, LPN, has been working with the students at Kennedy Center the past few years. She has been a great help with the students and staff.

Amber Byma, RN, is new to Pontiac and has been working throughout the district to assist staff and students who have medical concerns. Her home office is at Herrington.

Shanell Lambert, RN, Public Health Nurse with Oakland Schools has been working with the school district.



## IEP CHECK LIST

- ◇ At least two parent contacts are noted on the IEP. Did the parent say yes to attendance? Was the meeting held in person or virtual?
- ◇ Does the IEP meeting date match the offer of FAPE date?
- ◇ Is this IEP an Initial evaluation? If yes, have all documents been signed by all necessary parties—parent? Psychologist? Social Worker? Speech Therapist? Occupational Therapist? Physical Therapist? Is this paperwork in its own green jacket with all written reports? Has the parent signed the offer of FAPE within 10 days of the meeting? (Required by law.) If this for placement in a self-contained room, did you check with Mrs. Parker and Dr. Jamison for approval?
- ◇ Is this IEP a reevaluation? If yes, have all documents been signed by all necessary parties—parent? Psychologist? Social Worker? Speech Therapist? Occupational Therapist? Physical Therapist? Is this paperwork in its own green jacket with all written reports?

A DSR (DIRECT SERVICE REQUEST) is completed for students needing a device to assist in functioning within the education environment. Items listed below in the mid to high tech range require the recommending staff person to complete the form shown on page three. The item must be listed in the current IEP in the supplementary aids and services. If the student needs service for visually and/or hearing impairment, this would also be listed in the supplementary aids and services section of the IEP with a corresponding DSR. The IEP and the DSR MUST be sent to the Special Education office within 5 days of the meeting for the Director to sign and send paperwork to Oakland Schools.

## Assistive Technology Defined

### Device:

“... **any** item, piece of equipment or product system, whether acquired commercially off the shelf, modified or customized, that is used to increase, maintain or improve functional capabilities of a child with a disability.”



### Service:

“... **any** service that directly assists a child with a disability in the selection, acquisition, or use of an assistive technology device.”



Direct  
Service  
Request

## AT Devices

No / Low Tech	Mid Tech	High Tech
<b>Mnemonic devices</b> <b>Graphic organizers</b> <b>Visual supports</b> <b>Schedules</b> <b>Planners</b> <b>Communication boards</b> <b>Pencil grips</b> <b>Slant boards</b> <b>Modified paper</b> <b>Highlight items</b> <b>Adapted scissors</b> <b>Large print</b>	<b>Switches</b> <b>Portable keyboards</b> <b>Adapted keyboards</b> <b>Pointing devices</b> <b>Talking calculators</b> <b>Adapted furniture</b> <b>Recorders</b> <b>Spell checkers</b> <b>Scanning pens</b> <b>Audio books</b> <b>MP3 players</b>	<b>Computers</b> <b>Tablets</b> <b>Chromebooks</b> <b>iPads</b> <b>Eye-gaze devices</b> <b>Communication devices</b> <b>Wearables</b> <b>Apps</b> <b>Software</b> <b>Hardware</b>

# DIRECT SERVICE REQUESTS



**District Service Request (DSR)**  
**School Year 2022/ 2023**

Send request via: Secure Drop Box@  
<https://securedropbox.oakland.k12.mi.us>  
 Attn: DSRrequests@oakland.k12.mi.us  
 See checklist for required documents and directions

## Student Information

First Name:	Last Name:	Date of Birth:
Date of IEP/IFSP:	Grade:	Eligibility:
Resident District:	Operating District:	Building:
<input type="checkbox"/> 504 Plan for Audiology/HAT	<input type="checkbox"/> McKinney-Vento	<input type="checkbox"/> School of Choice
<input type="checkbox"/> Out of County		

## District Contact Staff who can manage case communication & information regarding this request

Contact Person:	Phone Number:
Title / Job Role:	Email:

## Direct Services Direct Support for the implementation of IEP goals and objectives for low-incidence disabilities

Service Type	Frequency # of times per day, month or year	Duration # of hours or minutes for the service

## Supplementary Aids/Services (REQUIRED) Consult Services & Materials requested for low-incidence must be included in the IEP

Service Type	Frequency # of times per day, month or year	Duration # of hours or minutes for the service

## AT Consideration Only check if requesting OS staff to assist local district team in completing AT Consideration Process

<input type="checkbox"/> Student with orthopedic impairment	* For AAC Consideration please refer to checklist on page 2
---	---

## Evaluation Participate with local district teams in evaluation activities

<input type="checkbox"/> Audiological testing to rule out hearing loss for the preschool population			
<input type="checkbox"/> DHH	<input type="checkbox"/> O&M	<input type="checkbox"/> TBI	<input type="checkbox"/> VI

## Mental Health Support Solution focused assistance to local district teams

<input type="checkbox"/> Psychiatric	<input type="checkbox"/> Aspire
--------------------------------------	---------------------------------

## Placement Consideration for Center Program placement. Check the box(es) and identify program.

<input type="checkbox"/> Integrated Center Program _____	<input type="checkbox"/> Separate Center Program _____
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## Problem Solving Facilitate problem solving process for students with complex needs

<input type="checkbox"/> Student Problem Solving (SPS)	<input type="checkbox"/> Program Problem Solving (PPS)
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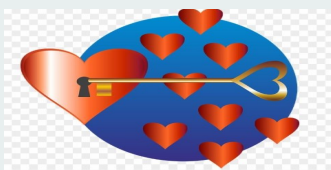
\_\_\_\_\_  
 District Administrator / Date

\_\_\_\_\_  
 Oakland Schools Administrator / Date



### Medicaid Billing

- \* Did you check the student's eligibility?
- \* Do you have a current Personal Care Form?
- \* Did you mark your billing "Read To Bill"?
- \* As a Para, did you move to another classroom? Did you inform the Sped office? (7523)
- \* As a Para, did you move to another building? Did you inform the Sped office? (7523)
- \* Did you make corrections from the previous month, if any, and mark them "Ready to Bill"?
- \* Did you forget your password? Call the help desk at 248.209.2060.
- \* If a student was absent for the day or a part of the day, you may notice a red notebook next to the date of service. This is a filter to make sure you are not billing for a student in error.
- \* Need help, click the link below.
- \* [Personal Care](#)
- \* [Direct Service](#)



### **Personal Care Forms**



Personal Care Forms are authorized ONLY by: the Occupational Therapist, Physical Therapist, School Social Worker, Speech/Language Pathologists, Registered Nurse.

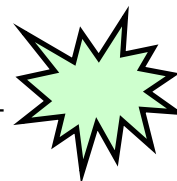


Personal Care is usually signed by the ancillary support person for student who are in self-contained classrooms and the student needs assistance and /or support by the paraprofessional instructor in the class.

A copy of the signed Personal Care Form (PCF) should be given to each para-instructor in the room. This is their evidence as to why they are entering data into service tracker.

Personal care forms need to be reviewed and updated annually with the IEP.

Paraprofessionals must keep their monthly logs for the year and submit all log sheets to the Special Education office before the last day of school in June.

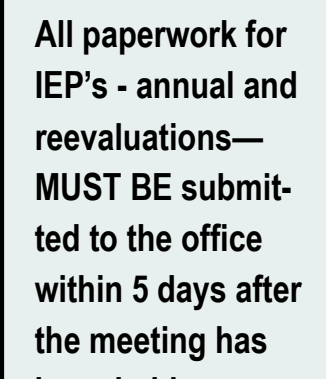


### **TO PROPERLY USE THE VALIDATE BUTTON**

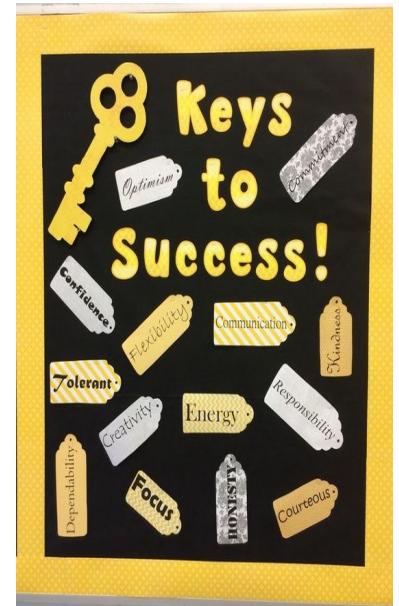
- ◇ From the IEP Menu, click on the triangle next to IEP Demographics.
- ◇ Next click on the tab that says "Perform Operation requiring Entire Form Access".
- ◇ Then click on the "Validate Form" button.
- ◇ Now click on each area in red that pops up on the right side of the screen, make the necessary corrections.
- ◇ Continue to go back to the "Perform Operations Requiring Entire Form Access" page until you can see the "Mark IEP Complete" turn black.
- ◇ Click on the "Mark IEP Complete" a warning will pop up twice, say "OK" both times.



Mrs. Aileen Adragna  
Administrative Assistant  
IEP Data Collection and Dissemination  
Specialist  
Aileen.adragna@pontiacschools.org

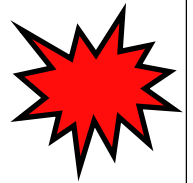


**All paperwork for  
IEP's - annual and  
reevaluations—  
MUST BE submit-  
ted to the office  
within 5 days after  
the meeting has  
been held.**



⇒ ALL Emotionally Impaired (EI) students **MUST** have a current BIP before transition to a new building in the fall.

**MUST** be completed by June 5, 2023. A signed copy **MUST** be in the special education office on / or before June 12, 2023.



Phone: 248-451-7523  
Fax: 248-451-7542

