



Quarterly IEP Progress Marks and Annual Review Progress Report Guidelines 2015-2016

PRESCHOOL/SCHOOL AGE

Quarterly Progress Mark Reports must be submitted according to the following schedule

<u>Service Period</u>	<u>Due Date</u>
September-November	11/15/15
November-January	1/31/16
February-April	4/15/16
April-June	6/30/16
<u>Summer services</u> **	
** July-August	8/19/16

QUARTERLY IEP PROGRESS MARKS PROGRESS REPORT

- Progress Marks and Comments are entered in IEP Direct for each goal and benchmark listed on the IEP **every** quarter regardless of when Annual Review meeting is held. Quarterly progress marks reports are completed for children receiving services for at least two or more weeks prior to the report due date. (A total of four IEP Quarterly Progress Marks Reports and one Annual Report are mandated for each child). Email copies of the IEP progress marks reports to helayne@upweegrow.com to be filed in the child's case record. Give copies to the parent and fax, mail or email Helayne copies of the Attestation form.
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- A Progress Mark must be inputted in each box on the progress report according to the Progress Mark legend on IEP Direct. If a benchmark has not been started the appropriate Progress Mark would be "NS".
- Contact helayne@upweegrow.com for District IEP codes.

ANNUAL REVIEW GUIDELINES

Annual Review Progress Reports: due at least 2 weeks prior to Annual meeting

Annual Review Reports are written on the Department of Health RELATED SERVICE ANNUAL REVIEW PROGRESS REPORT forms

When the District notifies Up Wee Grow the date/time of the Annual Progress Review meeting, you will be informed immediately. The Annual Review Progress Report will be due **two weeks** prior to the Annual Review meeting as per the following directions:

Related Service Providers (ST, OT, PT):

- Submit Annual Review Progress Report and Annual Review Cover Sheet (cover sheet is for UWG files only)
- **IMPORTANT:** Wait for notification from Helayne that district received parental consent (Prior Written Notice (PWN)) for Annual Review testing prior to start of testing
- **Parent MUST** also sign Up Wee Grow's Parent Consent to Evaluate form prior to the start of Annual Review testing
- Each related service provider develops their own new goals and benchmarks and updates SPAMS (Social, Physical, Academic, Management) reflecting present developmental levels, strengths and needs for the **2016-2017** school year
 - Enter GOALS and SPAMS into IEP Direct (only for districts using IEP Direct)
 - Attach GOALS and SPAMS on Goal and SPAMS form to the Annual Report (only for districts NOT using IEP Direct)
- Submit the Regression Statement/Measurement Tool (ONLY if Summer services are recommended)
- Send (mail, fax, email) Helayne copy of completed Annual Review Meeting Results form after Annual Review meeting

Annual Review Reports:

The Annual Review Progress Report must be prepared prior to the preschool student's scheduled CPSE annual review. The annual review of a preschool student with a disability is based on a review of the student's IEP and other current information pertaining to the student's performance. Formal (updated testing) and informal assessment of the student's progress as a means of documenting a student's progress towards IEP goals and objectives should be performed and documented in the Annual Review Report. Data must be kept regarding goal progress consistent with the evaluation criteria established on the IEP. Assessments should be performed during a student's regularly scheduled therapy session(s) using the applicable therapy CPT session code, e.g. 92507 (not the evaluation CPT code, e.g. 92506) and session notes must indicate activity related to the IEP goals as well as Annual Review testing. No additional compensation is allowable for assessment in accordance with SED policy.

- If services are discontinued prior to the month when a quarterly progress report is due, a quarterly progress report should be written at the conclusion of services to the student. Progress Marks and Comments are entered in IEP Direct for each goal and benchmark listed on the IEP every quarter regardless of when Annual Review meeting is held. Give Up Wee Grow and the parent a copy of the IEP progress mark report. (Refer to IEP Processing Reports and Adding Progress Marks procedures)

Preschooler with Disability-Declassified and Children entering Kindergarten in September 2016:

- Assessment must be conducted using PES or Vineland covering all 5 developmental areas (domains) completed by the service provider (according to the following order: SEIT, (if no SEIT then), Speech Therapist (if no Speech Therapist then), Occupational Therapist (if no OT then), Physical Therapist)

Please email reports to helayne@upweegrow.com or via fax 631 271-3031 or by mail. Feel free to call Helayne @ 631 351-1111 or 516 777-8777 with any questions.

Progress Reports and IEP data entry must be completed and received on time in order for the billing department to process your billing.

