

**VIRGINIA DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION**

PART II

ANNUAL SUBMISSION

**LOCAL SPECIAL EDUCATION ANNUAL PLAN AND REPORT
2001-2002**

Submitted by:

County/City/Town

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COMPREHENSIVE SYSTEM OF PERSONNEL DEVELOPMENT
AND REPORT ON IMPLEMENTATION

Attached is a description of the comprehensive system of personnel development in the school division/state-operated program for 2001-2002. Provide information for each of the six requirements listed below to demonstrate that:

- a) All personnel necessary to carry out Part B of the IDEA within the jurisdiction of the agency are appropriately and adequately prepared, and
- b) To the extent the local school division or state operated program determines appropriate, it shall contribute to and use the comprehensive system of personnel development of the state and the state improve plan.

[Reference: IDEA Regulations, CFR Sections 300.221, 300.380-382; Regulations Governing Special Education Programs for Children with Disabilities in Virginia, Sections, 8VAC 20-80-30 and 8VAC 20-80-90]

Requirements

- 1. Prepare general and special education personnel, including paraprofessionals, with the content knowledge and collaborative skills needed to meet the needs of children with disabilities.
- 2. Enhance the ability of teachers and others to use strategies, such as behavioral interventions, to address the conduct of children with disabilities that impedes the learning of children with disabilities and others.
- 3. Acquire and disseminate, to teachers, administrators, school board members, and related service personnel, significant knowledge derived from educational research and other sources.
- 4. Recruit, prepare, and retain qualified personnel, including personnel with disabilities and personnel from groups that are under-represented in the fields of regular education, special education, and related services.
- 5. Ensure that the plan of personnel development is integrated, to the maximum extent possible with other professional development plans and activities, including plans and activities developed and carried out under other Federal and State laws that address personnel recruitment and training.
- 6. Provide for the joint training of parents and special education, related services and general education personnel.

Report of the Implementation of the 1999-2000 Comprehensive System of Personnel Development

Attach a report on the comprehensive system of personnel development described in the 1999-2000 Annual Plan. This report should include the following information:

1. Describe how progress toward achieving the activities (or objectives) was measured and evaluated.
2. Describe the effects and impact of the activities.
3. Describe the collaboration with parents, general education, and other existing programs (for example: Title 1, vocational education, early childhood, early intervention, adult services, other agencies) in using the evaluation results.

LOCAL IMPROVEMENT PLAN AND REPORT ON IMPLEMENTATION

Introduction

Local improvement is addressed in Virginia's Special Education State Improvement Plan (SIP). The SIP was designed to be implemented through partnerships with local education agencies. The Local Improvement Plan should reflect activities supporting the three strategic directions and five goals of the SIP, which are listed below.

Strategic Direction I: School Completion and Graduation

To facilitate, in cooperation with local school divisions, an increase in the graduation rate and school completion rate of students with disabilities in the context of higher academic expectations.

Goal 1. Increase the statewide percentage of students with disabilities graduating and successfully completing school.

Strategic Direction II: Personnel Development

To improve the performance of children and youth with disabilities by enhancing the knowledge, skills, abilities, and performance of all personnel who work with children and youth with disabilities.

Goal 2. Promote and increase the supply of qualified special educators and related service personnel who are endorsed in the special education area assigned.

Goal 3. Promote ongoing professional development opportunities that demonstrate and instruct in research-based effective practices by increasing the statewide availability of personnel preparation opportunities in all endorsement areas.

Goal 4. Ensure ongoing professional development opportunities that demonstrate and instruct in research-based effective practices by increasing the statewide professional development opportunities focusing on effective practices (including collaboration) for administrators, regular educators, paraprofessionals, special educators, and related service providers.

Strategic Direction III: Parent and Student Involvement

To improve meaningful parent/student involvement with special education services.

Goal 5. Increase parents' and students' active participation in special education process decisions.

Instructions for Submitting the Local Improvement Plan

The local Improvement Grant (“Sliver Funds”) instructions provided in Administrative Superintendents Memorandum Number 3 dated January 26, 2001, Application for Special Education Local Improvement Grants (“Sliver Funds”), may be used to meet the requirements of this section. If “Sliver Funds” are not being requested, the Local Improvement Grant (“Sliver Funds”) format must be used to describe the Local Improvement Plan. This format can be accessed from the Virginia Department of Education’s Web site www.pen.k12.va.us by selecting Supt’s Memos for January 2001.

Report on the Implementation of the 1999-2000 Local Improvement Plan

The evaluations submitted by school divisions and state-operated programs for their 1998-99 Local Improvement/Sliver Grants fulfill this requirement.

School divisions and state-operated programs that did **NOT** submit a Local Improvement/Sliver Funds grant application for 1998-99 must attach an evaluation report on the local improvement activities described in their 1999-2000 Annual Plan. This report should include the following information:

1. Describe how progress toward achieving the activities (or objectives) was measured and evaluated.
2. Describe the effects and impact of the activities.
3. Describe the collaboration with parents, general education, and other existing programs (for example: Title 1, Vocational education, early childhood, early intervention, adult services, other agencies) in using the evaluation results.

LOCAL ADVISORY COMMITTEE

There shall be a local advisory committee for special education appointed by each local school board to advise the school board through the division superintendent. The composition of the committee shall include parents of children with disabilities and persons with disabilities.

A. Membership.

Local school division personnel shall serve only as consultants to the committee.

B. The function of the local advisory committee shall be as follows:

1. Advise the LEA of unmet needs in the education of children with disabilities;
2. Assist the LEA in the formulation and development of plans for improving performance of children with disabilities specified in B 1 b of the state regulations, 'Progress towards meeting the goals for the performance of children with disabilities in accordance with subdivision 10 of 8 VAC 20-80-30 and the comprehensive system of personnel development in accordance with subdivision 11 of 8 VAC 20-80-30.
3. Participate in the development of priorities and strategies for meeting the identified needs of children with disabilities;
4. Submit periodic reports and recommendations regarding the education of children with disabilities to the division superintendent for transmission to the local school board; and
5. Assist the LEA in interpreting plans to the community for meeting the special needs of children with disabilities for educational services.
6. Review the policies and procedures for the provision of special education and related services prior to submission by the local school board and the Virginia Department of Education.

C. Public notice shall be published annually listing the names of committee members and including a description of ways in which interested parties may express their views to the committee.

D. Committee meetings shall be held at least quarterly and shall be open to the public.

EDUCATION AGENCY _____

2000-01

LOCAL SPECIAL EDUCATION ADVISORY COMMITTEE (LAC)

NAME	FULL MAILING ADDRESS AND ZIP CODE	AGENCY OR GROUP REPRESENTED
Chairman:		
Continue on next page if necessary		

How frequently does the LAC meet? _____

Date the LAC reviewed the Annual Plan and Application ____/____/____

*LEA employees who are members of the LAC should be listed as consultants.

EDUCATION AGENCY _____

2000-01

LOCAL SPECIAL EDUCATION ADVISORY COMMITTEE (LAC)

NAME	FULL MAILING ADDRESS AND ZIP CODE	AGENCY OR GROUP REPRESENTED

**REPORT ON IMPLEMENTATION
OF THE 1999-2000 PLAN**

Submit a report indicating the extent to which the plan for the 1999-00 has been implemented.

INTERAGENCY AGREEMENT
REGIONAL OR LOCAL JAILS

Each local school division with a regional or local jail in its jurisdiction shall establish an interagency agreement with the sheriff or jail administrator responsible for the operation of the jail. The interagency agreement shall address staffing and security issues associated with the provision of special education and related services in the jail. A copy of the agreement must be submitted with the Annual Plan/Local Improvement Plan

Sample-INTERAGENCY AGREEMENT-Sample

BETWEEN _____(NAME OF SCHOOL) AND
_____ (NAME OF JAIL)

I. GENERAL

- 1.1 The _____ (name of the school system) and the _____ (name of the jail) agree to the following provisions for carrying out the responsibilities for provision of compulsory special education services to eligible inmates housed in the _____ (name of jail).
- 1.2 This agreement is effective when the authorized signature of the administrators for each agency has been affixed to this document.
- 1.3 Written policies and procedures covering the release of information shall be followed according to established rules and regulations promulgated by _____ (the name of school system) and _____ (the name of the jail).
- 1.4 If either party fails to fulfill the responsibilities of the agreement, it will be brought to the attention of the directors of both agencies for resolution.
- 1.5 This agreement shall remain in force until either agency confirms in writing the Agreement is no longer necessary or desirable. All amendments to this Agreement shall be in writing and signed by the authorized representatives of each agency.

II. AUTHORITY

- 2.1 The authority for the performance of responsibilities assigned herein is provided by:
 - a. Sections 22.1-254 and 22.1-214 of the Code of Virginia (compulsory school attendance and education of all eligible students with disabilities).
 - b. 20 United States Code Sections 1400-1485 (Individuals with Disabilities Education Act).
 - c. 34 Code of Federal Regulations Part 300, Section 300.600 (Department of education's responsibility for ensuring that each educational program for handicapped children in the state meets education standards of the State Education Agency).

III. PURPOSE

- 3.1 The purpose of the Agreement is to establish the guidelines and areas of responsibility between (name of school and name of jail) for the provision of special education services to eligible inmates.

IV. RESPONSIBILITIES

4.1 The (school system) shall be responsible to:

- a. Provide a certified special education teacher (ED, LD, or EMH,) a visiting teacher, and a part-time secretary.
- b. Provide for a twelve (12) month Educational Program.
- c. Supervise these employees through the director of special education and provide them with all contractual benefits afforded to other employees of (school system) in comparable positions.
- d. Provide classroom books and materials necessary to meet the IEP goals and objectives of the students.
- e. Provide appropriate equipment to enhance and facilitate learning.
- f. Provide referral assessment, eligibility and transitional services.
- g. Provide in-service and educational opportunities to educational staff in order to meet accreditation requirements.
- h. Work cooperatively with the (name of the jail) and other agencies, as appropriate, to implement Jail Educational Programs.
- i. To comply with the policy and procedures and guidelines as established for the (name of the jail).

4.2 The (name of the jail) shall be responsible to:

- a. Provide classroom and office space and appropriate furniture.
- b. Provide security, including screening of students who are high security risks or of students who must be kept separate from one another.
- c. Provide information concerning inmates, which is necessary to facilitate the eligibility process.
- d. Provide a liaison to coordinate (facilitate) the interaction between educational staff and jail staff.
- e. Provide for the use of telephone, fax equipment, and copy machine.
- f. Transport students to and from the classroom.
- g. Provide for the use of the library as appropriate.
- h. Provide comprehensive orientation and training, as appropriate, to educational staff.
- i. Include educational staff in monthly staff meetings.
- j. Work cooperatively with the (name of school system) and other agencies, as appropriate, to implement Jail Education Programs.

V. IMPLEMENTATION

5.1 The (name of the school system) and (name of the jail) will each designate appropriate personnel to be responsible for the orderly implementation of this agreement. These individuals, along with others with related responsibilities from each agency will meet to discuss implementation on a no less than quarterly basis. This agreement will be reviewed annually.

AUTHENTICATION

Pursuant to the authority vested in the Sheriff for the (name of the city/county) and the Superintendent for (name of the school system) this agreement is promulgated this _____ day of _____, _____, to become effective immediately.

_____	_____
Sheriff	Superintendent
Sheriff's Office	School System
Date: _____	Date: _____

Report on the use of Medicaid Funds

Each school division that is a Medicaid provider and is not in the planning or implementation process of The School/Community Health Services Grant must submit a report which shall include:

1. A breakdown of services provided and the anticipated number of sessions for Medicaid recipients.
 - For Rehabilitative Services – This number can be obtained by matching your school division’s free and reduced lunch students to those receiving rehabilitative services/skilled nursing services as indicated on their IEP. This number would then be multiplied by the number of sessions/units identified on the IEP.
 - Early, Periodic Screening, Diagnosis and Treatment (EPSDT) – this number can be obtained based on the free lunch population and must be based on the medical community established in your area.
 - Outreach is determined by the hourly rate of an employee and informing various community groups of Medicaid/CMSIP/FAMIS and EPSDT and material/mileage/long distance calls made for the purpose of outreach.
2. Anticipated Revenue for the above services provided (based on the Medicaid billing rates federal share only).
3. A financial plan for anticipated revenue received from Medicaid Billing to improve special education and related services for children with disabilities, specifically in the areas that generate the funds.

If you have any questions, contact Amy Edwards, Medicaid Specialist, (804) 692-0150.

Report on Medicaid Revenue School Year 07-01 to 06-02

School Division _____

Contact Person and Phone Number _____

Current School/Community Health Services Grant planning and implementation period _____
 (do not complete this form if the above box is checked)

	Anticipated no. of Sessions/Units for Medicaid/CMSIP recipients	Anticipated amt. of Revenue for those Medicaid Recipient sessions	Financial plan for projected Medicaid Revenue (I.e., hire new therapist/RN/LPN, supplement Therapist/RN/LPN salaries, Purchase augmentative communication devices, assistive technology certification fees for providers, staff development, computer/software for billing or instruction, equipment for therapist, etc.)
Speech Therapy			
Physical Therapy			
Occupational Therapy			
Skilled Nursing Services			
EPSDT			
Outreach			
Psychological Services			