

Pomona Unified School District
Special Education Procedures for School Nurses

Assessment and Attendance at IEP Meetings

7/23/18 Special Education School Nurse Assessment/IEPs
(CCR 3027 Hearing and Vision Screening and EC 56320(f) Assess in all areas of suspected disabilities “a developmental history is obtained, when appropriate.”

Hearing and Vision Screening

- Vision and Hearing Screenings (Mandated Screenings Information) are required for initial IEPs and three-year review IEPs.
- The school psychologist will include the hearing and vision screening information in the student’s psycho-educational report. If there are no additional health concerns, the school nurse will not be included on the student’s assessment plan.

Health and Developmental Assessment

- While a Health and Developmental Assessment is not required for all IEPs, if there is a health concern, the school nurse must be included on the student’s assessment plan.
- The student’s case carrier must notify the school nurse of the health concern and confer with the school nurse as to what assessments need to be included on the student’s proposed assessment plan.
- The school nurse writes the Health and Developmental Assessment Report and includes an Individual Health Services Plan (IHSP), and proposes goals, and benchmarks.
- The school nurse must attend the student’s IEP, if providing direct services
 - ➔ 435 – Health and Nursing – Specialized physical health care services (Direct Services) prescribed by the physician, and required daily to be in school.
 - ➔ 436 – Monitoring services including, managing health problems, and referrals.

**Pomona Unified School District
Special Education Department
ANNUAL IEP CASE MANAGER
RESPONSIBILITIES**

Primary Service Provider	Case Manager
Elementary SDC	Elementary SDC Teacher
Elementary RSP	Elementary RSP Teacher
Secondary SDC Moderate/Severe	Secondary Moderate/Severe Teacher
Secondary Special Education Mild/Moderate	Secondary Special Special Education Teacher
Language/Speech Specialists	Language and Speech Specialist
Health/Nursing Services/Health Related Transportation	School Nurse
Counseling	School Psychologist

RE-ASSESSMENT (Triennial) IEP CASE MANAGER RESPONSIBILITIES

Primary Service Provider	Case Manager
Elementary SDC	Elementary SDC Teacher
Elementary RSP	Elementary RSP Teacher
Secondary SDC Moderate/Severe	Secondary Moderate/Severe Teacher
Secondary Special Education Mild/Moderate	Secondary Special Special Education Teacher
Language/Speech Specialists	Language and Speech Specialist
Health/Nursing Services/Health Related Transportation	School Nurse
Counseling	School Psychologist

After the IEP meeting is conducted the Case Manager:

1. Gathers all of the required IEP documentation including all of the assessment reports.
2. Makes sure all documentation written on the IEP forms at the IEP is entered into SEIS. SEIS should be a mirror copy of the IEP held.
3. Affirms and attests the IEP in SEIS within 7 days.
4. Places a copy of all documents into the Student's Cum.
5. Within **10 days** of the IEP meeting the Case Manager sends the supporting IEP documentation packet to the Special Education Department.

Note: If a document is not available to the Case Manager when the packet is sent in, then the individual staff person responsible for the item must send it in to the Special Education Department.

**Pomona Unified School District
Special Education Department**

**INITIAL IEP CASE MANAGER
RESPONSIBILITIES**

Area of Suspected Disability / The 13 Eligibility Categories	Case Manager
Autism	School Psychologist
Deaf-Blindness	School Psychologist
Deafness	School Psychologist
Emotional Disturbance	School Psychologist
Hearing Impairment	School Psychologist
Intellectual Disability	School Psychologist
Multiple Disabilities	School Psychologist
Orthopedic Impairment	School Psychologist
Other Health Impairment	School Psychologist
Specific Learning Disability	School Psychologist
Speech or Language Impairment	Language and Speech Specialist
Traumatic Brain Injury	School Psychologist
Visual Impairment, including blindness	School Psychologist
Early Development Search and Serve - EDSS (Ages 0 - 3)	School Psychologist - Early Search and Serve Team

Definition of Eligible Student
<ul style="list-style-type: none"> ● To be eligible under IDEA and California law, student must: <ol style="list-style-type: none"> 1. Meet the definition of at least one of 13 identified disabilities. 2. Require special education and related services as a result of such disability.

CCR § 3030