

In order for a therapist to make any type of change (except for initiation of service), the following procedures are followed:

Therapist should keep accurate records and documentation on all treatments and response of student

If a therapist is looking to change a mandate:

1. Begin a dialogue with the parent explaining the direction the therapist is moving toward.
2. Do a standardized assessment to show areas of improvement, plateau, etc. to validate reason for change.
3. Meet with the team – parent, teacher- other related service providers. If the parent agrees with the change, it is done the day of the meeting and the change takes effect immediately. Pages 1, 2, 6 (if goals are still required) and 9 are changed to reflect the new mandate. All team members sign the IEP. An updated copy of the IEP is sent to CSE in order for the change to be recorded. All parties should get a copy of the updated IEP. If the parent cannot make a meeting, a signed letter consenting to the change is all that is necessary. The changes on the IEP are made and a copy of the letter and the IEP goes to the CSE.

We are trying to evaluate our mandates to assure that all of our students are getting the correct mandates.