

Service Provider Documentation

For **Final** IEP/IIIP/IFSP plans, a new 'Providers' link will appear on the page. Clicking this link will display a page that will allow you to replace service providers or to finish the service by splitting the original service period between providers. The original and modified plans will be saved in PDF history.



- Note: The change service provider screen has an additional feature where it allows you to update the items on the plan section and displays both the plan information and the current information.

Plan Type: IEP		
Effective Date: 1/1/2004		
Plan End Date: 1/28/2004		
Update the following items on the plan with current values for the student:		
	Plan Information	Current Information
<input type="checkbox"/> School	High School	Elementary School
<input type="checkbox"/> Grade	08	08
<input type="checkbox"/> Case Manager	District Administrator	0011 Administrator

- Ending service from one provider and assigning the service to another: If the original service provider assigned in the IEP did not provide the service for the whole period, a new provider can be selected to replace the original service provider for the remaining service period. For example, in the screenshot shown below, the student was scheduled to receive speech/language service by Christine Brunner from 1/1/04 to 1/15/04, but now Maureen Davis will be assigned the service starting on 1/10/04.

Choose new service providers as needed. For each change, dates are required. If there is no change, leave the new service provider name blank.						
Service Provided	Dir/Ind	Frequency	Original Dates	Provider	Agency	First Day
Speech/Language	20 / 10	3 / Week	1/1/2004 1/15/2004	Davis, Maureen <small>Original: Christine Brunner</small>	District	1/10/2004

- After submitting the change, the plan now shows that the student received speech/language services by Christine Brunner from 1/1/04 to 1/9/04 and by Maureen Davis from 1/10/04 to 1/15/04.

Choose new service providers as needed.
For each change, dates are required.
If there is no change, leave the new service provider name blank.

Service Provided	Dir/Ind	Frequency	Original Dates	Provider	Agency	First Day
Speech/Language	20 / 10	3 / Week	1/10/2004 1/15/2004	<input type="text"/> Original: Maureen Davis	District <input type="text"/>	<input type="text"/>
Speech/Language	20 / 10	3 / Week	1/1/2004 1/9/2004	<input type="text"/> Original: Christine Brunner	District <input type="text"/>	<input type="text"/>

To replace the service provider for the whole period: If a new provider is selected and the first day is the same as the first date of the original date, only the provider will be changed. For example, in the screenshot shown below, the student was tentatively scheduled to receive occupational therapy by Administrator from 1/1/05 to 1/31/05, but the caseload was assigned to Christine Brunner on 1/1/2005.

Choose new service providers as needed.
For each change, dates are required.
If there is no change, leave the new service provider name blank.

Service Provided	Dir/Ind	Frequency	Original Dates	Provider	Agency	First Day
Occupational Therapy	0 / 10	1 / Week	1/1/2005 1/31/2005	Brunner, Christine <input type="text"/> Original: 0011 Administrator	District <input type="text"/>	1/1/2005

- After submitting the change, the plan now shows that the student will receive occupational therapy by Christine Brunner from 1/1/05 to 1/31/05.



Choose new service providers as needed.
For each change, dates are required.
If there is no change, leave the new service provider name blank.

Service Provided	Dir/Ind	Frequency	Original Dates	Provider	Agency	First Day
Occupational Therapy	0 / 10	1 / Week	1/1/2005 1/31/2005	<input type="text"/> Original: Christine Brunner	District <input type="text"/>	<input type="text"/>


To view service provider changes: After returning to the student's special education document screen, click the History button to view the Service Provider changes

Select	Wright, Susan 2222222	Elemen	08	17 yrs	5/1/2007		Draft	1/1/2004 1/31/2004	
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A document history screen will display for that student

	Doc Date	Final Date	Doc Code	Lang Code	Student Name	Student ID	Gr	Sch	Create Date
	5/1/2007	8/3/2007 12:56:37 PM	IIIPPlan	011	Wright, Susan	2222222	08	998	5/11/2007
	5/1/2007	8/3/2007 12:46:25 PM	IIIPPlan	011	Wright, Susan	2222222	08	998	5/11/2007

Click on the PDF icon to view the IEP document that includes the change in service providers.

	5/1/2007	8/3/2007 12:46:25 PM	IIIPPlan	011	Wright, Susan	2222222	08	998	5/11/2007
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