# Center Program Guidelines and Referral





All LCISD Center programming is geared to educate students with moderate to severe cognitive impairments. All students enrolled in the Center Program are on a Certificate of Completion Track, and are not working toward a high school diploma. Students with these impairments have significant difficulties generalizing learning. Programming at the Center Program teaches students within an explicit context that targets specific tasks in authentic settings. Material is presented in small "chunks" and frequently repeated. All students have varying levels of language disabilities, and appropriate multi modal communication is modeled frequently (for example, using pictures or technology).

Students are educated with a modified curriculum, following the MI-Access Supported Independence or Participation curriculum. Common Core Essential Elements are used with the Ranges of Complexity to guide curriculum. The focus of the curriculum is to transition each student at their highest potential toward independence and employment with their own voice.

The decision to place a student at the Center Program is not an easy one and should be made only after looking at as many factors as possible affecting a student's educational performance. Placement of a student at the Center Program should be done only when the IEP team has determined that all other placements and supports within the local district have been exhausted. While the Center Program does offer a peer to peer support program, students do not have access to same-age nondisabled peers.

There are also times when special circumstances need to be considered. This is when a student does not meet the criteria for SCI or SXI, and is under 18 years of age. All local programs in Lapeer County offer Cognitive Impairment Programs K-12<sup>th</sup> grade. A decision to move to a more restrictive Center Program placement is one that needs to be made with much care. There are additional supports and involvement from Center Program Staff when a referral is made for a student under a special consideration.

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, marital or family status, genetic information, height, weight, military status, ancestry, or any other statutorily protected category ("collectively "Protected Classes") in its programs, activities, or employment.

Further, it is the policy of this District to provide an equal educational opportunity for all students, without regard to the Protected Classes, place of residence within the boundaries of the District, or social or economic status, to learn through curriculum offered in this District.

Part of the decision making process when considering a change of placement is the use of the <u>LCISD</u> Guiding Principles.

#### All Students (Birth - 26):

- Are General Education Students first
- Should be educated with non-disabled peers in their community to the maximum extent possible
- Can make progress within the general curriculum that is aligned with the individual's level of functioning and unique needs
- Should leave public education with the highest level of independence and employability possible

#### All practices and TEAM decisions must align with:

- Law (IDEA/MARSE)
- Research/Evidence-Based Practices
- Student Data/Outcomes

#### A full continuum of programs and services are necessary to:

- Program for students with disabilities are based on need
- Provide access to professionals with the certification and training needed
- Students move fluidly within the continuum
- Ensure the safety and dignity of all students
- Bridge the gap to general education; make more restrictive placements less likely while promoting better outcomes. Earlier education and intensive intervention are keys to bridging the gap

#### All interventions must include:

- Problem-Solving process
- Multi-Tiered Systems of Support- MTSS
- Teaching and Reinforcing behavioral and academic skill deficits
- Use of positive behavior interventions and universal supports
- Data which is reviewed regularly and used to drive changes
- Implementation with fidelity (due-diligence, thorough, systematic, accurate)

#### **Behavior** is:

- A learning opportunity
- Communication
- A skill deficit that requires instruction
- Addressed as part of an overall school climate (PBIS)
- An opportunity to address/re-assess the environment, approach, response, and function

#### **Critical Components of Effective Programs:**

- Early is better
- Intensity matters
- Active engagement/Structured teaching time is imperative
- Frequent monitoring and team meetings
- Specialized/Individualized instruction
- Effective Student/Staff Ratio
- Specialized training/knowledge to meet the unique needs of the student

#### Professional Partnerships are:

- Essential to effectively collaborate to meet the needs of all students
- Necessary to develop and expand our skills and knowledge
- Critical to serving students with ever-increasing complex needs
- A collaborative activity to share expertise and responsibility

### LCISD Center Program Referral and Guidelines

Prior to placing a student outside of the regular educational environment, the full range of supplementary aids and services that may be provided to facilitate the child's placement in the general classroom setting **must** be considered. Programming is determined by needs and considers the Least Restrictive Environment for the student, and is not driven by the eligibility area for special education.

#### Least Restrictive Environment (§300.550)

- (1) To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are nondisabled; and
- (2) That special classes, separate schooling or other removal of children with disabilities from the regular educational environment occurs <u>only</u> if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

The IEP team will first give consideration to the appropriateness of placement in the general education environment with modifications and supports. The full continuum of services will be considered without regard to current availability.

#### Severe Cognitive Impairment Program Description and Criteria:

- Age 5 through 25 years (\*Exceptions for below age 5 may be considered)
- Development at a rate of 4 ½ or more Standard Deviations below the mean (IQ below SS=40)
- Adaptive Behavior Scale Functioning below SS= 40
- Curriculum focus primarily in the area of daily living, communication, socialization, personal
  care, safety, recreational leisure, Community Based Instruction, Vocational and increased
  independence. Goals do not focus on attainment of academic skills, other than functional
  reading/math.
- Academic progress is measured using the Common Core Essential Elements and the Michigan Ranges of Complexity and are typically taught as a functional life skill.

#### Severe Multiple Impairment Program Description and Criteria:

- Age 3 through 25 years\*
- Development at a rate of 4.5 or more Standard Deviations below the mean (IQ below 40)
   AND 1 or more of the following conditions (R340.1714):
  - Hearing Impairment
  - Visual impairment
  - Physical Impairment
  - Health Impairment
- Adaptive Behavior Scale Functioning below SS= 40
  - Curriculum focus primarily in the area of daily living, communication, socialization, personal
    care, safety, recreational leisure, vocational skill development, community-based
    instruction and increased independence. Goals do not focus on attainment of academic
    skills, other than functional reading/math.
- Academic progress is measured using the Common Core Essential Elements and the Michigan Ranges of Complexity and are typically taught as a functional life skill.

#### Moderate Cognitive Impairment Program Description and Criteria:

- Student is beyond 12th grade (if younger, see Special Considerations p. 15)
- Development at a rate of 3 4 ½ Standard Deviations below the mean (IQ SS=40 55)
- Adaptive Behavior Scale Functioning below SS= 55
- Curriculum focus (Supported Independence Level) primarily in the area of daily living, communication, socialization, personal care, safety, recreational leisure, vocational skill development, community-based instruction and increased independence and employment.
- Academic growth has plateaued; focus of instruction is functional and vocational.

#### \*Age exception below 5:

Consideration will be made for students below age 5 with **Severe Cognitive Impairments** or **Severe Multiple Impairments** if the following are documented:

-and-

- evidence of lack of progress toward goals
- other measures documenting an unsatisfactory placement

-or-

• any potential harmful effect on the student or quality of service is impacted.

### **Special Considerations**



For students **Under** the age of 18 who do not meet criteria for SCI, SXI, or MoCI programming as described above.

At this time, DO NOT complete a REED or Referral.

Please follow the Special Considerations Checklist found at the end of these guidelines.

### Steps for Referral to Center Program:

- Case Coordinator will contact Local Building Principal to discuss consideration for referral to LCISD program.
- 2. If appropriate, Local Building Administrator will refer Case Coordinator to Local Special Education Administrator to discuss.
- 3. If referral meets criteria for a Special Consideration, see Special Consideration Checklist (p.15) to proceed.
- 4. If appropriate, Case Coordinator will proceed with completion of referral paperwork, including:
  - a. Copy of REED with Center Program evaluation (observation, teacher interview, review of records)
  - b. Referral Form
  - c. Current MET and supporting reports
  - d. Current IEP
  - e. Behavior Intervention Plan
  - f. Medical Reports
  - g. Outside agency reports/information
  - h. Parent information
- 5. Local Special Education Administrator will contact the Center Program Coordinator to discuss referral.
- 6. Within 30 school days of receipt of referral, a Center Program Staff member will schedule a visitation for the following purpose:
  - a. Review of records
  - b. Observation
  - c. Discussion with Local Building IEP Team Member(s) for information gathering
- 7. Center Program Coordinator will contact LCISD Special Education Director to discuss referral, observation report and recommendations.
- 8. LCISD Special Education Director/Coordinator will notify Local Special Education Administrator of placement recommendation. Local District will schedule IEP.

#### If referral MEETS criteria:

- 1. Local District will contact parent and coordinate with Center Program Coordinator to schedule visitation.
- 2. Copies of special education file will be transferred to Center Program Staff at the IEP.
- 3. Enrollment paperwork (emergency forms, etc.) will be provided to parent and completed during visitation.
- 4. LCISD informs local district of start date in order to for local district to arrange transportation.

#### If referral DOES NOT Meet Criteria:

- 1. Center Program Coordinator / LCISD Special Education Director will provide Local District Special Education Administrator with follow up documentation of decision.
- 2. LCISD will provide support services as appropriate to assist IEP team (Behavior Specialist, ASD consultant, etc.)

#### Steps for referral **from** Center Program to Local District:

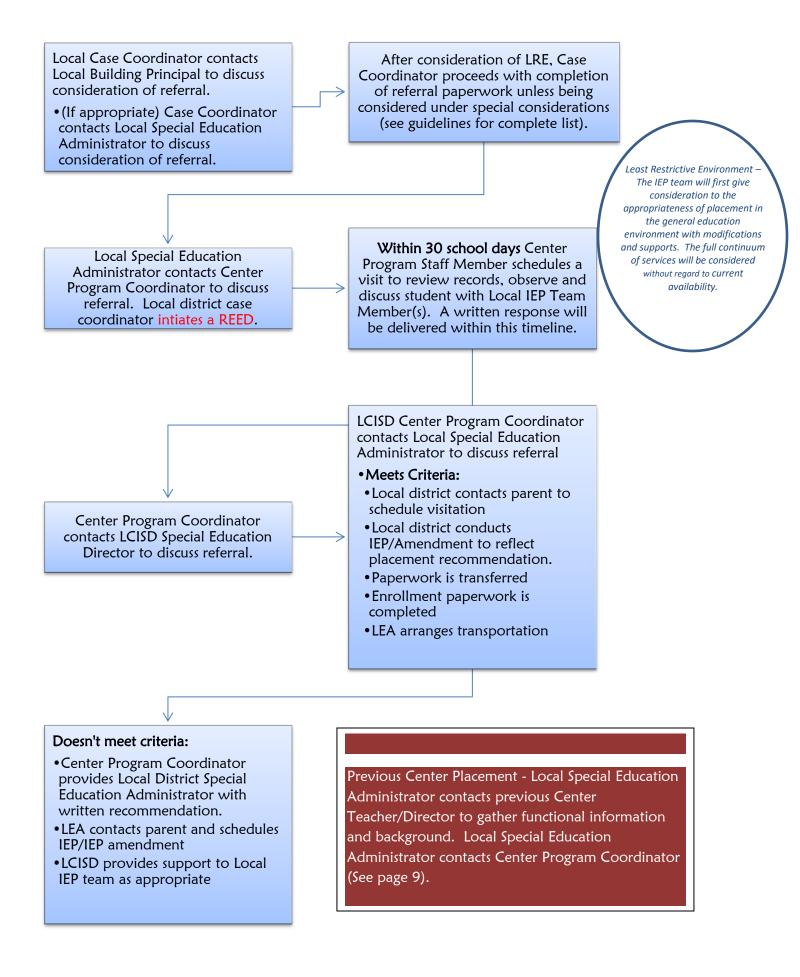
- 1. Referring LCISD Case Coordinator will contact Center Program Coordinator.
- 2. Center Program Coordinator will contact Local Special Education Administrator and LCISD Director of Special Education to discuss student.
- 3. Within 30 calendar days of notification of referral, the Local Special Education Administrator will schedule visitation for the following purpose:
  - a. Review of records
  - b. Observation
  - c. Discussion with Center Program IEP Team Member(s) for information gathering

#### If change of placement is **recommended**:

- 1. Center Program Teacher or Center Program Coordinator will contact parent and coordinate with Local District to schedule visitation.
- 2. IEP scheduled:
  - a. LCISD will schedule and conduct the IEP
  - b. Relevant ISD and Local Staff (minimum of Local Administrator and receiving teacher) will be invited to the IEP.
  - c. IEP will be held at a mutually agreed upon place and time.
  - d. IEP Team will develop a transition plan for returning student to Local District.
- 3. Copies of special education file will be transferred to Local District Staff at the IEP.

#### Previous Enrollment (Center Program) Steps & Considerations:

- 1. Intake with LEA Special Education Office
  - Verify residency
  - Copy of IEP/MET
  - Obtain signed Records release (verbal and copies of records)
  - Request Birth Certificate/Immunization
  - LEA Special Education Admin review IEP, contact previous placement for additional information (if needed)
- 2. LEA Special Education Administrator contacts Center Program Coordinator to discuss new student.
- 3. If appropriate, Center Program Coordinator will contact parent to schedule visit and complete previous enrollment consent form.
- 4. LEA Special Education Office arrange transportation after LCISD notifies local of start date. \*\*Note: Students who have been placed in center programs in other counties may not meet LCISD criteria for placement.





# Center Program Referral Cover

This referral and all supporting documentation should be sent to: Coordinator of Special Education - Center Program (ETC)

Student Name	DOB Grade					
Resident District	Building					
Case Coordinator	Case Coordinator email/phone					
Special Education Eligibility	Special Ed Program					
Current IEP Date	Current Eligibility Date					
The following documents must be included in the  Reed for Center Program Evaluation (Obsellow Completed Referral Current IEP Current MET with psychological report If applicable: Current BIP with supporting data (if application Medical Reports / Health Plans Outside agency reports/information Completed Special Consideration Checkli	ervation, teacher interview, record review)  able)					
My signature below indicates that I have reviewe Program, and agree to the referral.	ed the enclosures in the referral to the LCISD Center					
Case Coordinator Buil	Iding Administrator					
Special Education Administrator/Date						



# Center Program Referral

Student Name: Student Na	me_ Date of Birth: _[	DOB_	Age: Age			
Description of Nature and Severity of the student's disability:						
Summary of recent evaluat	ions:					
Assessment Area	Assessment	Date	Results			
Cognitive/developmental						
Adaptive Skills						
Communication						
Achievement/readiness						
Please describe daily living	skills, including, dressing	, feeding, toile	ting, mobility, etc.			
Please describe behavior,	attention to task, and resp	oonse to chang	ge in routine:			
Please describe interaction or non-verbal interaction:	n/socialization with familio	ar and non-fan	niliar peers/adults, including verbal			
Describe communication:						

Describe Health related needs and any safety concerns:
Description of Supplementary aids and services provided to the student while in the general education environment (or home, or local special education classroom):
List Postsecondary Goals:
Describe pre-employment, vocational, or work experiences provided to the student:
Participation of the student in nonacademic settings and extracurricular activities, including the description of supplementary aids and services provided to students so that they have equal access to such activities:
Evidence of previous placement options, demonstrated progress, or lack of, progress towards goals, and other measures of an unsatisfactory placement, including any potential harmful effect on the student or quality of services (attach if necessary).
If the student has not been placed in a general education environment, evidence must be provided that demonstrates why placement in the general education environment is projected to be unsatisfactory.



# Center Program Referral Recommendation

Student Name	DOB	Grade
Operating District	Building	
Thank you for the referral regarding the above stu	udent. The rec	commendation for the IEP is:
Severe Cognitive Impairment (SCI) Progra  Age 5 – 25 years Age 3-4 years of 25 years Developmental rate of 4½ or more 25 years Adaptive Behavior Scale below SS=4 Least Restrictive Environment	with age exco SD below the	·
Severe Multiple Impairment (SXI) Program  Age 5 – 25 years Age 3-4 years of the program Age 5 – 25 years Age 3-4 years of the program Age 5 – 25 years Age 3-4 years of the program Age 5 – 25 years Age 3-4 years of the program Age 3-4 years of the p	with age exco SD below the	•
Moderate Cognitive Impairment (MoCI) Proceed 12th grade Certificate of Completion Track Developmental rate of 3 -4 ½ or more Adaptive Behavior Scale below SS=5	re SD below t	
Special Consideration  Certificate of Completion Track Functioning at the MoCl or below le Current needs addressed in IEP and Data shows limited to no progress Least Restrictive Environment Complex Needs Rubric Program recommendation: SCI SXI Ma		Does <b>not</b> meet criteria

#### **LCISD Special Consideration Checklist**



The process outlined below must be followed and documented prior to and in conjunction with referrals to the LCISD Center Program for students under age 18 years of age that do not meet the program criteria in these guidelines. This ensures that the district has provided an intensive level of service and exhausted all possibilities of IEP goal attainment through the student's participation in programs offered in the general education setting, in accordance with LRE mandates.

Team Membership: "IEP Team" refers to the student's IEP Team members including the parent and special education administrator. "LCISD staff" refers to itinerant support staff, behavior specialist, and teacher consultants.

PROCESS	DESCRIPTION	Date Completed & Staff Initials
Contact LCISD	Local district calls a staffing and invites LCISD Staff (appropriate to area of concern) to discuss concerns and interventions attempted to date.	•
Student Level Review Meeting	LCISD staff meets with IEP Team to complete Student Level Review Worksheet and LRE Matrix.	
Implementation:	Local district IEP Team implements suggestions and collects data for 6 or more weeks with subsequent meetings in between to modify plan as needed. This may include updating Functional Behavior Assessments, Positive Behavior Intervention and Supports added, START Classroom Checklist (CETA), and special education time increased if needed (Amend IEP) to meet student needs.	
Data Review:	IEP Team and LCISD staff meets to review data. If data indicates that the student is not making progress with the implementation of supports with fidelity, in the local district environment, the parent is contacted and a REED is initiated by the local district to consider center program.	
Complex Needs Rubric:	A Team meeting including the IEP Team and LCISD staff is scheduled to complete the center program referral rubric. When this process is finished, the student level review worksheet, completed LCISD review process checklist and supporting data is turned into LCISD Coordinator of Special Education - Center Program.	
Observation:	LCISD Center staff will schedule a classroom observation of the student in the local district setting in order to Gather data and make recommendations.	

LCISD Special Considerations Checklist –(continued)						
Center Referral Committee Review	LCISD Center Referral committee will meet to determine if there are further questions, suggestions to try, or whether there is enough data to make a decision.					
Inform Local District	A recommendation will be made and sent in writing to the local district for center program eligibility, or a recommendation to complete additional steps in the Student Level Review Worksheet (see step 2). Local district will be responsible to notify the IEP Team (including parent) of the recommendation and schedule IEP.					
Recommendation for change of placement to LCISD Center Program	LCISD Coordinator of Special Education will contact the parent to schedule a classroom visit. IEP scheduled by Local district. IEP Team and LCISD staff will develop a transition plan that best meets the student's needs if change of placement determined by IEP team.					

# **Student Level Review Worksheet Special Considerations**

Stude	ent:	Date: Click here to enter a date.																			
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		plan provi	Progress monitoring data shows sufficient progress towards goals  Available data indicates that the current IEP and, if needed, a positive behavior support plan provide sufficient support for the student's IEP goal attainment and progress in the curriculum in the current setting.																		

## **Least Restrictive Environment Matrix**

Review student needs and supports; identify placement considerations along continuum.

Date:	Student:	Age:	Grade:
Persons completing this for	m:		

Option(s) Considered	Advantages to Student	Impediments to Success	Needed Supports
Least Restrictive to Most Restrictive			

### **Complex Needs Rubric**

High Level of Complexity	Medium Level of Complexity	Low Level of Complexity	No Complexity
Cognitive			
Development at a rate of 4 ½ or more Standard Deviations below the mean (IQ below SS=40)	Development at a rate of 3 - 4 ½ Standard Deviations below the mean demonstrates (IQ SS=40 - 55)	Development at a rate of 2-3 Standard Deviations below the mean (IQ SS=55 - 70)	Development at a rate of less than 3 Standard Deviations below the mean (IQ above SS=70)
Considerable delays in development  May understand some speech, but demonstrates little ability to communicate. May learn very simple self-care.	Noticeable developmental delays (i.e. speech, motor skills)  May have physical signs of impairment	Slower than typical in all developmental areas	No impairment in adaptive behavior
Requires close supervision and support.	(i.e. thick tongue) .  Can live in semi-independent situations,	No unusual physical characteristics	
Not capable of independent living	with some still needing the support of a group home	Able to learn practical life skills Functions in daily life	
Academics			
MI-Access Participation Level  May be able to differentiate a number from another	MI-Access Supported Independence Level Able to learn daily routines	MI-Access Functional Independence Level	General State Assessment with/without accommodations
object or letter.  May recognize name and familiar pictures.	Able to learn basic health and safety skills	Attains reading and math skills up to grade levels 3 to 6	Former MEAP-Access
Way recognize name and familiar pictures.	Reading ability at a K-1 level. Decodes functional words in their community.  Math skills limited to adding coins up to \$1, basic exchange of money for merchandise		

High Level of Complexity	Medium Level of Complexity	Low Level of Complexity	No Complexity
Behavior (with the implementation of ev	idence-based practice)		
Interventions necessary to support behavior cannot be implemented in the general education environment while still maintaining the student's dignity  Behavior so unsafe that student is segregated within the school setting  At least 1:1 or more adult support required in a segregated location for 75% or more of the day	Behavior is interfering with access to instruction to the extent the student is not making progress on IEP goals and objectives  Emergency Intervention Plan/Crisis Plan  Functions safely with 1:2 or 1:3 staff to student ratio  Behavior is occurring multiple times per week  Intensity of behavior is moderate  Spends 50% or more of their day away from instruction	Require Functional Behavior Assessment, Behavior Intervention Plan that may require frequent revisions  Functions safely in the environment with a 1:4 staff to student ratio or greater  Behavior is occurring 1-2 times per week or less  Intensity of behavior is mild  Spends 25% or more of their day away from instruction	Benefits from Tier One Schoolwide PBIS supports
Socialization			
Needs direct supervision in social situations  Unable to socialize with non-disabled peers due to dangerous behavior and not afforded opportunities to socialize with non-disabled peers	Student may have difficulty in social situations and problems with social cues and judgment  Lack of Social gains from non-disabled peer interaction or peer to peer supports	Able to blend in socially	Able to make and maintain friendships

High Level of Complexity	Medium Level of Complexity	Low Level of Complexity	No Complexity
Communication (with the implementation	n of evidence-based practice )		
Non-verbal with no effective method to communicate basic needs. Only primary caregivers can understand communication of basic needs	Complex communication needs - utilizes total communication to express wants, needs, and ideas	Understood by most others, may have some decreased speech intelligibility	Effectively Communicates basic wants and needs
Complex communication needs  Not easily understood by others (i.e., only primary caregivers)	Understood by familiar people, may be difficult to be understood by new people	Proficient in expressing a variety of communicative functions (e.g., request, protest, comment, ask questions, etc)	Easily understood by others
Utilizes one or two communicative functions (e.g., request, protest, etc)	Expresses a few communicative functions (e.g., request, protest, comment)  Has difficulty repairing communication	Can repair communication breakdowns independently or with a prompt	
Cannot repair communication breakdowns  Follows one step directions, but requires multiple repetitions or prompts; or cannot follow one step directions	breakdowns; may require multiple prompts  Follows one or two step directions; requires at least one repetition or prompt to complete	Follows multiple step directions, may require a repetition or prompt	
Adaptive Behavior			
Adaptive Behavior Scale Functioning below SS= 40	Adaptive Behavior Scale Functioning below SS= 55	Adaptive Behavior Scale Functioning between 55-70	Adaptive Behavior Functioning above SS=70
Requires adult assistance and supervision for all ADLs	Usually follows learned routines and demonstrates independent living skills	Capable of meeting their own needs and living successfully in their	
Require round-the-clock support and care. Depend on others for all aspects of day-to-day life	Can complete most self-care activities	communities without overt support from others	
Cannot successfully live an independent life and will need to live in a group home setting or with full supervision	Can travel alone to nearby, familiar places  Can care for themselves, but might need more instruction and support than nondisabled peers		
Medical	peers		
Unable to care for medical needs  Has difficulty communicating pain location or other information	Requires staff support to meet medical needs (approximately 50% support)	If medical needs present, able to be independent (with support) in management of their illness (ie: diet, glucose check, medication, etc.	Fully independent with medical needs
In addition meets Criteria for: H	learing (HI) Uision (VI) P	hysical (PI) Other Hea	Ith Impairment (OHI)