

Mid-Valley Special Education Cooperative

12+ Procedures

Draft 3-20-17

Referral and Placement

12+ Referral Guidelines (found on the MV website under District Resources-Transition)

1. Transition Program Initial Student Information Form: Professional Judgment
2. TAGG Scores* (Transition Assessment and Goal Generator): Combined score range 4-6
 - Key 12+ Domains: Disability Awareness, Persistence, Interacting with Others, Goal Setting and Attainment, Employment, Student Involvement in the IEP, Support Community, Knowing Strengths and Limitations
3. Transition Services Matrix: Total score range 12-18
 - Key Areas: Social/Emotional/Behavior, Independent Functioning, Special Health Care, Communication, Family Support/Community Transitions

*TAGG is available from the Zarrow Center for incoming 12th grade students (tagg@ou.edu)

Prior to making a referral to Mid-Valley, send paperwork to district office. Please confirm visits to the program with district office as well.

Once the referral has been approved by the district office, team members should complete the Referral for Mid-Valley Placement form available under District Resources/Referral on the mvse.org website. Include all of the required information on the form and the information listed above in this section.

IEP Planning

Services for students in the 12+ Program vary quite a bit. (See example schedules.) When determining direct minutes per week, estimate how much contact the student will have with staff. The program has a teacher/case manager, vocational facilitator, social worker and job coach. Students generally have contact with staff members 2-3 days per week for various activities on those days. Some students have contact 5 days a week, but this circumstance is rare. Students with those types of needs are typically referred to the SAIL Program.

When estimating services, in addition to direct student contact, please plan for at least that same amount of time for consult and/or follow-up activities for each of these areas. Mid-Valley staff are very willing to help discuss the student needs prior to any IEP meeting.

Service	Estimated Direct Contact with Staff Members*	Estimated Consult, Preparation, Follow-up (Generally equal to or greater than direct minutes)
Case Management (Individual student support)		
Social Work (Individual or group SW)		
Vocational Facilitation (Individual student support)		
On-Site Vocational Support (Job coaching)		
Supports for Transition (Group support, e.g., academics, vocation, study skills, social or parent support)		
Other		

*Teacher/case manager, vocational facilitator, social worker and job coach.

Attendance

1. The students in the 12+ program follow the WCC and ECC calendars. Their specific calendar can be found on the mvse.org website.
2. Attendance should be reported for the days when students are supposed to be in contact with MV staff members.
3. If students are referred and do not attend, staff members will reach out to contact the student, and parents, if guardianship has not been transferred.
4. If the student's attendance does not improve and they are absent 3 times in a row, the district liaison will be notified.
5. If there is no progress in having the student attend, the student will formally be dropped from the program (after approximately 3-4 weeks).
6. The district liaison will be notified of the student's status with the specific exit date. The district then informs the student and parents.

Exiting the Program

1. When the student exits the program, the team has a meeting with the student and the family to share information and to complete a Summary of Performance.
2. The district is informed about the status and exit date.

Diplomas

When a student exits the program, the district liaison is notified and decisions are made regarding the student's diploma and upcoming celebrations.

Billing

Estimated tuition is based on student part-time attendance. The budget is created to reflect part-time attendance. So, the estimated costs per student per year is approximately \$8,000 for FY17, for example. These staffing costs are estimated based on the projected number of students.

Final bills are based on the start and end dates of student enrollment in the program.