



Entering Specialized Academic Instruction services in Encore

Version 1.0 • Updated August 27, 2008

Starting in the 2008-2009 school year, special education instructional services are listed as Specialized Academic Instruction on each student's new IEP. This service may be provided in one or more environments, depending on the needs of each individual student. The descriptions of services provided both *inside* and *outside* general education environments are documented on the IEP Special Factors Page 1. The services listed on IEP Page 1a and IEP Page 1b (if necessary) are the *summary* of the services to be provided for each student.

The purpose of this job aid is:

- To provide examples of changes in *SPECIAL EDUCATION SERVICES* drop down, from RSP, SDC, ILS, PACE, etc. to *Specialized Academic Instruction (SAI)*, and the change of options in the *ENVIRONMENT MAJORITY OF TIME* drop down on IEP page 1.
- To provide examples for the *Least Restrictive Environment Considered* options on the Signature Page.
- To provide examples of new provider descriptions.

Follow the steps on the next pages to implement and apply the changes in Encore.

IEP Page 1: Special Education Services and Environments

Enter the hours per week student *Attends* School (typically 30 hours a week).

Enter the total hours per week student will be in the *General Education Environment* with or without special education services.

GENERAL EDUCATION PARTICIPATION									
							ATTENDS SCHOOL	30	HOURS/WEEK
							IN GENERAL EDUCATION ENVIRONMENT	29	HOURS/WEEK
								96.7	%
<small>THIS PERCENTAGE IS BASED ON A DISTRICT WIDE AVERAGE OF INSTRUCTIONAL MINUTES FOR GRADES K-12, WHICH MEETS OR EXCEEDS THE STATE REQUIREMENT FOR INSTRUCTIONAL MINUTES PER DAY FOR 180 SCHOOL DAYS (EXCLUDING EXTENDED SCHOOL YEAR). SEE SPECIAL FACTORS PAGE 1 FOR DETAILS.</small>									
PRESCHOOL SETTING (ages 3-5 including kindergarten)									
SPECIAL EDUCATION SERVICES *				NUMBER OF	HOURS/ MINUTES PER	WEEK/ MONTH/YEAR	ENVIRONMENT MAJORITY OF TIME		
SERVICE	CODE	START DATE	END DATE	NO.	HRS./MIN.	FREQ.	/SELECT ONE/		
Specialized Academic Instruction	3300	09/08/2008	09/08/2009	2	Hours	Week	General ed classroom/public school site		
Specialized Academic Instruction	3300	09/08/2008	09/08/2009	1	Hours	Week	Separate classroom/public school site		

A

B

C

Reminder: Special Factors page 1 describes the specific detail regarding the *Specialized Academic Instruction* services needed by the student. When the IEP Team develops a student's IEP, IEP page 1 is a summary of the specific details written on Special Factors page 1.

- A. The service descriptors for primary and related services may have changed. Use the appropriate service(s) for the student. RSP, SDC, now use *Specialized Academic Instruction*.

If the student receives services (primary and related) in both the general education environment and in a separate classroom then two lines are needed to indicate this.

The Service and Environment combinations must be unique. In the above example, SAI is the service and the student is receiving SAI in different environments.

1. Primary service options

- Adapted Physical Education
- Language and Speech Services
- Specialized Academic Instruction
- Specialized Deaf and Hard of Hearing Services
- Specialized Orthopedic Services
- Specialized Physical/Health Disability Services
- Specialized Vision Services
- Clear the field (x)

2. Related services (DIS) options

A
B
C
D
H
I
L
M
N
O
P
S
T
V

Clear the field (x)

- Locate related services using the first letter of the service. Several service codes have changed to match the state service codes, ie:

*Speech-Language Pathology (related svc) is now
Language and Speech Related Services*

- For a complete list, go to the Encore Support Page→Read & Learn→Job Aids→Other Information

B. Enter the 'environment' where the student will receive services.

ENVIRONMENT MAJORITY OF TIME

Any other location or setting
Child development or child facility
Early Head Start
Extended Day Care
General ed classroom/public school site
Home instruction
Hospital
Nonpublic day school
Nonpublic residential school--in CA
Nonpublic residential school--outside CA
Other school/community location
Private preschool
Public preschool
Separate classroom/public school site
Separate school
Service provider location (EC Only)
State Special School

Clear the field (x)

Signature Page: Least Restrictive Environment Considered

Least Restrictive Environments Considered: General Education Separate classroom/public school site	IEP MEETING DATE: 07/14/2008
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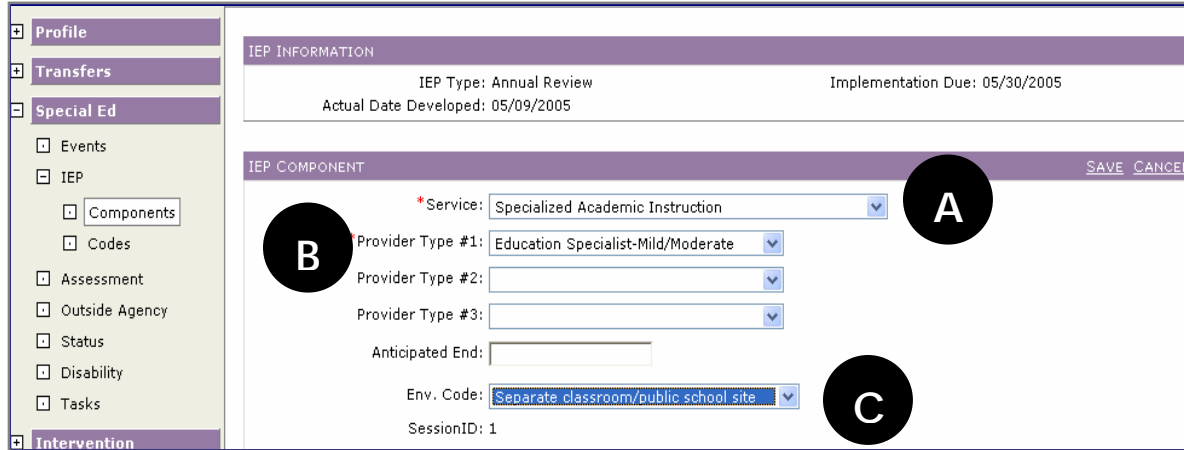
The Team may list up to two additional environments along with General Education in *Least Restrictive Environments Considered*.

Least Restrictive Environments Considered:

- Any other location or setting
- Child development or child facility
- Early Head Start
- Extended Day Care
- General ed classroom/public school site
- Home instruction
- Hospital
- Nonpublic day school
- Nonpublic residential school--in CA
- Nonpublic residential school--outside CA
- Other school/community location
- Private preschool
- Public preschool
- Separate classroom/public school site
- Separate school
- Service provider location (EC Only)
- State Special School
- Clear the field (x)

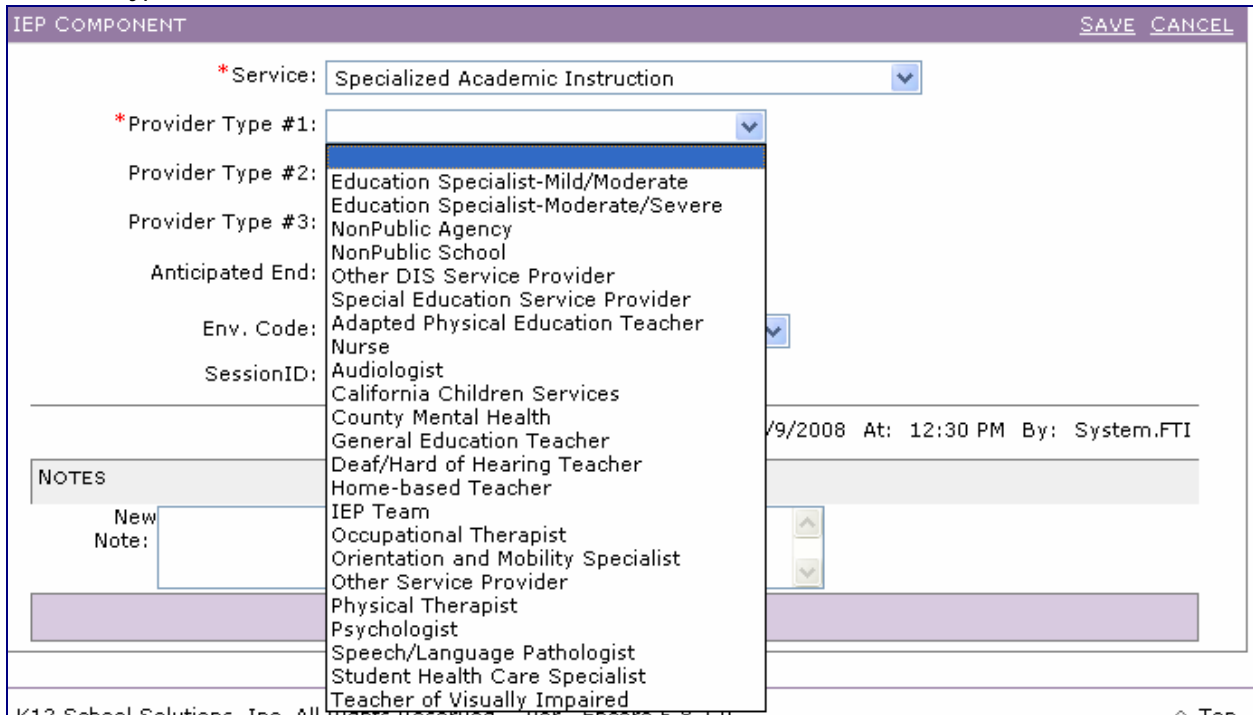
Primary Service Options Considered and Recommended are no longer displayed on the Signature Page. Least Restrictive Environments Considered are listed on the Signature page. The Recommended Environment(s) are listed with the services on IEP Page 1.

IEP Component: New Provider Descriptions



- After locking the IEP, the blue tasks must be completed. The first blue task (IEP Component) completes the assignment for each service listed on page 1 of the IEP.
- When completing the blue tasks after locking IEPs that indicate Specialized Academic Instruction, RSP and SDC teachers will now choose Provider Type - Education Specialist Mild/Moderate or Education Specialist Moderate/Severe.

Provider Type:



- Enter the Env.Code: ENVIRONMENT MAJORITY OF TIME of the service from page 1 (if not filled in).