

**SOUTH ORANGE COUNTY
SPECIAL EDUCATION LOCAL PLAN AREA
ADMINISTRATION OF REGIONALIZED OPERATIONS AND SERVICES
APPENDIX B**

1. Coordination of the SELPA and the implementation of the Local Plan:

Role of the RLA: The RLA receives and maintains accountability for fiscal and accounting records in accordance with federal and state requirements and submitting reports to appropriate authorities, as well as distributing funds to member Districts in accordance with the SELPA allocation plan, at the direction of the SELPA office.

Role of the SELPA Administrator: The SELPA Administrator will ensure that the local plan is implemented and will make recommendations to the Governance Council when revisions are needed. The SELPA Administrator will also facilitate in the development and approval of the SELPA's policies and procedures necessary to implement the local plan.

Role of the LEAs: Ensure a full continuum of services/supports are available in order to provide a free and appropriate public education to all students with disabilities for whom they are responsible. Review and approve policies/procedures to implement the local plan.

Role of the SELPA Program Specialist: SELPA Program Specialist works under the direction of the SELPA Administrator to support the coordination and implementation of the local plan to regionalized programs and member LEAs as requested.

2. Coordinated system of identification and assessment:

Role of the RLA: Not applicable.

Role of the SELPA Administrator: To ensure that the County and LEA conduct child find activities, provide technical support to LEAs, provide guidance to parents as needed, and ensure that appropriate interagency agreements are in place to support those activities.

Role of the LEAs: Conduct child find activities, and identify and assess all students for whom they are responsible.

Role of the SELPA Program Specialist: Support the assessment and placement of newly identified students in regionalized programs.

3. Coordinated system of procedural safeguards:

Role of the RLA: Not applicable.

Role of the SELPA Administrator: Utilizes a conflict resolution process to assist LEAs and parents to resolve conflicts quickly, and assist with complaints (from CDE). Assist parents with information and guidance on their rights and procedural safeguards. Assist LEAs in the areas of assessment, identification and placement of students with disabilities.

Role of the LEAs: Ensures that procedural safeguards are understood by parents and implemented. Utilizes alternative dispute resolution processes whenever possible and applicable.

Role of the SELPA Program Specialist: Assures that procedural safeguards are in place by providing guidance and technical assistance on forms and procedures in the areas related to assessment, identification, and placement.

4. Coordinated system of staff development and parent and guardian education:

Role of the RLA: Not applicable.

Role of the SELPA Administrator: Gather input from member LEAs regarding staff development needs and parent trainings/educational needs. Coordinate and provide trainings and supports as requested or deemed appropriate for each member LEA.

Role of the LEAs: Determine both staff development and parent/guardian special educational needs based on local issues. (LEAs operating Regionalized Programs will ensure program staff receive appropriate professional development).

Role of the SELPA Program Specialist: Support staff development, parent education, and program development using research-based methods and approaches within the SELPA.

5. Coordinated system of curriculum development and alignment with the core curriculum:

Role of the RLA: Not applicable.

Role of the SELPA Administrator: Provide technical assistance and staff development as requested or needed by member LEAs.

Role of the LEAs: Individual LEA will determine their needs for curriculum development and alignment with the core curriculum based on their local needs and seek technical assistance and professional development from the SELPA when needed.

Role of the SELPA Program Specialist: Coordinate curriculum development, resources, and technical assistance to LEAs when requested in the SELPA.

6. Coordinated system of internal program review, evaluation of the effectiveness of the local plan, and implementation of the local plan accountability system:

Role of the RLA: As the grantee for state and federal funds, will monitor the SELPA funding allocations and distributions to member LEAs.

Role of the SELPA Administrator: Review Annual Performance Reports, California School Dashboard, and other data sources with LEA Administrators. Reviews annual budget and service plan with the Governance Council and CAC. Reviews the SELPA Fiscal Allocation Plan with the Governance Council to ensure appropriate distribution of funds.

Role of the LEAs: Reviews and monitors Annual Performance Reports, California School Dashboard, and other data sources to ensure students with disabilities receive a free and appropriate public education. Engage in monitoring activities as required by the CDE and address performance, compliance, and accountability issues in a timely manner.

Role of the SELPA Program Specialist: Assist member LEAs to evaluate the effectiveness of programs for students with disabilities. This role is the primary contact for out of district placements.

7. Coordinated system of data collection and management:

Role of the RLA: Not applicable.

Role of the SELPA Administrator: Approve the California Longitudinal Assessment and Pupil Data System (CALPADS) submission of each member LEA as required by the CDE. Establish and maintain the Special Education Information System (SEIS) for all LEA members to access and use for reporting purposes. Provide technical assistance and training to LEAs as requested or deemed necessary by SELPA.

Role of the LEAs: Responsible for data entry, quality, and integrity of CALPADS submissions in a timely manner as required by CDE. Use the SEIS system to input data as established by the SELPA.

Role of the SELPA Program Specialist: Work collaboratively to ensure a coordinated system of data collection and management.

8. Coordination of interagency agreements:

Role of the RLA: Not applicable.

Role of the SELPA Administrator: Review, revise, and develop interagency agreements as required to implement the plan. Ensure interagency agreements are in place as required by CDE and provide technical assistance and dispute resolution if necessary.

Role of the LEAs: Through the representation at the Governance Council or at the discretion of the SELPA, LEAs will approve and implement interagency agreements as appropriate.

Role of the SELPA Program Specialist: Work collaboratively with SELPA to support the coordination of interagency agreements.

9. Coordination of services to medical facilities:

Role of the RLA: Not applicable.

Role of the SELPA Administrator: Facilitates the coordination of services to students in medical facilities within the geographic area of SELPA and by the designated LEAs.

Role of the LEAs: Takes educational responsibility for individuals with exceptional needs who are placed in a public hospital, state licensed children's hospital, psychiatric hospital, proprietary hospital, or a health facility for medical purposes in which the hospital or facility is located.

Role of the SELPA Program Specialist: Provide technical assistance to LEAs when requested to ensure that students have full educational opportunities regardless of District of Special Education Accountability.

10. Coordination of services to licensed children’s institutions and foster family homes:

Role of the RLA: Not applicable.

Role of the SELPA Administrator: Facilitate the coordination of services to students in licensed children’s institutions and foster family homes within the geographic area of the SELPA and by the designated LEAs.

Role of the LEAs: Takes responsibility for individuals with exceptional needs who are placed in a public state-licensed children’s institution, foster family home, proprietary hospital, or a health facility for medical purposes in which the hospital or facility is located.

Role of the SELPA Program Specialist: Provide technical assistance to LEAs when requested to ensure that students have full educational opportunity regardless of District of Special Education Accountability.

11. Preparation and transmission of required special education local plan area reports:

Role of the RLA: Not applicable.

Role of the SELPA Administrator: Ensure preparation and timely submission of required reports. Provide technical assistance to LEAs in completing reports.

Role of the LEAs: Submit required reports and/or data to SELPA in a timely manner.

Role of the SELPA Program Specialist: Not applicable.

12. Fiscal and logistical support of the CAC:

Role of the RLA: Approve those expenses deemed appropriate and necessary to conduct CAC business and approved by the Governance Council and/or SELPA Administrator.

Role of the SELPA Administrator: Provide fiscal and logistical support for CAC meetings, events, and parent education events as approved by Governance Council when required.

Role of the LEAs: Superintendents of each member LEA, through Governance Council, will ensure that the SELPA has appropriate logistical and fiscal support

for the CAC. LEA Special education Administrators shall facilitate communication between their CAC representatives and their LEAs.

Role of the SELPA Program Specialist: Provides logistical support to the CAC.

13. Coordination of transportation services for individuals with exceptional needs:

Role of the RLA: Not applicable.

Role of the SELPA Administrator: Provide technical assistance as needed.

Role of the LEAs: Facilitate appropriate transportation services for students with disabilities as determined by their IEP teams.

Role of the SELPA Program Specialist: Provide technical support for transportation of students with disabilities as determined by their IEP teams.

14. Coordination of career and vocational education and transition services:

Role of the RLA: Not applicable.

Role of the SELPA Administrator: Provide professional development and technical assistance as requested or needed. Ensure appropriate interagency agreements are in place and facilitates connection to agencies as appropriate.

Role of the LEAs: Provide appropriate career and vocational education and transition services as required under state and federal law as appropriate. Coordinate with local agencies, (i.e. Regional Center of Orange County.)

Role of the SELPA Program Specialist: Support professional development, program development, and to meet the needs of students with disabilities.

15. Assurance of full educational opportunity:

Role of the RLA: Not applicable.

Role of the SELPA Administrator: Ensures that the full continuum of services is available and provided where appropriate, and assists with inter/intra-SELPA fiscal agreements as needed. Provides professional development and technical assistance upon request or as determined needed by the SELPA for LEAs or other contracted educational entities.

Role of the LEAs: Provide a full continuum of services in conjunction with the SELPA, and determines through their representation at the Governance Council the regional programs required to meet the needs of the students with disabilities within the SELPA.

Role of the SELPA Program Specialist: Provides technical assistance to LEAs when requested to ensure that students have the full educational opportunities regardless of District of Special Education Accountability.

16. Fiscal administration and the allocation of state and federal funds pursuant to EC Section 56836.01 – The SELPA Administrator’s responsibility for the fiscal administration of the annual budget plan, the allocation of state and federal funds; and the reporting and accounting of special education funding:

Role of the RLA: Collaborate with the SELPA to ensure that the distribution of funds is in alignment with the funding allocation plan. Take responsibility for receipt and distribution of any funds for the operation of special education programs to appropriate accounts and to accounts exclusively designated for SELPA use.

Role of the SELPA Administrator: Ensure that the distribution and allocation of funds to member LEAs is in alignment with the Funding allocation plan. Review, monitor and submit required fiscal reports as identified by the CDE. Review and submit the annual budget plan.

Role of the LEAs: Determines and approves through the Governance Council, the allocation of funds to the member LEAs and the Annual Budget Plan. Submit required fiscal reports as required by State and Federal law.

Role of the SELPA Program Specialist: Not applicable.

17. Direct instructional program support that maybe provided by program specialists in accordance with EC Section 56368:

Role of the RLA: Not applicable.

Role of the SELPA Administrator: Supervise and evaluate the SELPA Program Specialist. Provide training and guidance to the Program Specialist as needed.

Role of the LEAs: Ensure that students have access to a full continuum of Special Education and Related Services by requesting direct support from the Program Specialist when requested.

Role of the SELPA Program Specialist: Under the direction of the SELPA Administrator, provide instructional program support which shall include but not be limited to: Observe, consult with and assist special and general education staff, administrators, and parents regarding appropriate services for students with disabilities; participate and provide technical support in program development; coordinate curricular resources and take leadership in ensuring the use of appropriate instructional methods, strategies, interventions and resources are utilized; facilitate the development and implementation of staff development and parent education activities.