

Permission to Place

Step 1: Special education student enrolls in the district

A student's status as eligible for special education can be discovered in one of two ways:

1) Student enrollment form indicates student received special education services at previous district

OR

2) Special education eligibility is discovered when CA60 arrives in the district

Step 2: Obtain IEP & MET from previous district

Person Responsible: _____

If you have discovered a student's special education eligibility prior to the records arriving in the district, call the previous district **immediately** and request that they fax the most recent IEP and MET. Do not wait for the CA60 to arrive to get this information.

Step 3: Initiate the paper version of the Permission to Place

Person Responsible: _____

PERMISSION TO PLACE
Transfer or New Enrollment Student
Janis County Intermediate School District

Student Name _____ Date of Enrollment _____
Birthdate _____ Grade _____ District/School _____

CURRENT STUDENT INFORMATION (Who consulted with parent/guardian?)

Student Address _____ City _____ Zip _____
Student ID _____ Native Language of Student _____
Gender _____ Race _____ Place of Birth _____ Native Language of Parent/Guardian _____
Parent/Guardian Phone: _____ (Home) _____ (Work) _____
Parent/Guardian Address _____ City _____ Zip Code _____

PREVIOUS SCHOOL INFORMATION

District _____ Building _____ Contact Person _____
Disability of Student _____
Date of Most Recent IEP _____ Date of Most Recent Evaluation IEP _____
Previous Special Education Program _____
Previous Related Services _____
Number of Suspensions from former district: _____ Consecutive Days _____ Cumulative Days _____

PLACEMENT INFORMATION (This section completed by LEA/PSA Administrator)

Resident School District Recommendation:
 Option 1: The school district recommends implementation of the current individualized education program (IEP) from the previous school district.
Must provide Notice.
 Option 2: The school district recommends the student be placed in a "comparable program and/or service, providing student with a Free Appropriate Public Education (FAPE). An individualized education program team (IEPT) meeting must be convened within 30 school days of the "Date of Enrollment."
(Required for out-of-state students).
Placement will begin on _____ and an IEP team meeting will be held by _____ Last Reevaluation Date: _____

***Recommended comparable program(s) or service(s):**

Name of program/service	Amount of time/frequency	Location
_____	_____	_____
_____	_____	_____

Special transportation: No Yes, Special needs: _____

Initial Evaluation: For a student who transfers during the course of an initial evaluation, identify the date by which the evaluation will be completed and IEPT meeting convened: _____

For Operating School District (for a child placed outside of the resident district):
The Operating School District agrees to the recommendations of the resident school district and will implement the temporary placement.
Operating District Signature: _____ Date: _____

For office use only
Attach the following documents to this form before sending to Janis County ISD:
 IEP from previous district Signed Medicaid Parent Consent form

Assigned by: _____

Complete the paper version of the Permission to Place using the most recent IEP & MET from the previous district. Be sure to accurately transfer eligibility and IEP dates. Make sure to consult with parents on the Programs/Services that will be implemented.

In order to choose Option 1 (implement IEP from previous district) the following conditions must be met:

- 1) Most recent IEP date must be less than 1 year old, most recent Reevaluation IEP must be less than 3 years old
- 2) Most recent IEP must be from a district within the state of Michigan
- 3) The district must be able to **exactly** replicate ALL components of the IEP (including frequency/duration of programs and services)

When Option 1 is selected a new IEP is not due until the annual IEP due date or the Reevaluation IEP due date (whichever comes first)

Select Option 2 (school district recommends placement in a comparable program/service) in any of the following situations:

- 1) Most recent IEP is more than a year old
- 2) Most recent Reevaluation IEP is more than 3 years old (must also initiate a REED for Reevaluation)
- 3) Most recent IEP is from a district outside of the state of Michigan (must also initiate a REED for Initial IEP)
- 4) The district is not able to exactly replicate ALL components of the IEP (including discrepancies in frequency/duration in programs/services)

When Option 2 is selected the district must complete the section on Recommended Comparable Programs & Services. When Option 2 is selected a new IEP (including all evaluations in the case of Scenario #2 or Scenario #3) must be completed within 30 school days of the date of enrollment in the case that special education eligibility was known at enrollment OR within 30 school days of the date that special education eligibility was known. In Scenario #1 we do not have 30 school days to complete the IEP, we must complete it as soon as possible.

Step 4: Send completed Permission to Place with most recent IEP & MET to ALL receiving providers

Person Responsible: _____

Step 5: Request Parent Consent for Medicaid School-Based Services
Person Responsible: _____

Ionia County Intermediate School District

2191 Harwood Road - Ionia MI 48846-9458

Phone: (616) 527-4900 - Fax: (616) 527-4731

www.ioniasd.org



Robert J. Kythale
Superintendent

Michael A. Keast
Deputy Superintendent

W. Scott Hubble
Assistant Supt/Special

Consent for Medicaid School-Based Services

Student Name: _____ **Birth Date:** _____
School District: _____

The Medicaid School-Based Services Program in Michigan:

- Provides partial reimbursement to school districts for services such as Evaluations, Occupational Therapy, Physical Therapy, Speech Therapy, Psychological Services, Social Work Services, Orientation and Mobility Services, Transportation, Nursing Services, Case Management, Personal Care, and Assistive Technology Services.
- Does NOT affect a family's Medicaid insurance benefits and there is NO cost to the family, now or in the future.
- Helps school districts because it offsets some of the costs of health care provided to children.
- Is voluntary and requires a parent or guardian to provide written consent to release information about their child in order to seek Medicaid reimbursement.
- Requires release of information about your child's School-Based services to the Michigan Medicaid agency and its affiliates to obtain the reimbursement. This may include name, address, date of birth, student ID, Medicaid ID, disability, dates and services delivered.

If your child receives any of the services listed above and qualifies for Medicaid benefits at any time during the school year, we request your permission to submit claims on behalf of your child to enable your school district to access School-Based Medicaid reimbursement. You have the right to refuse consent to bill Medicaid, and you have the right to withdraw this consent at any time. If you do not provide consent, the district will still provide the services.

I understand and agree that Ionia County ISD may access my child's public benefits or insurance information in order to seek reimbursement from Medicaid for School-Based Services rendered on behalf of my child as listed on the Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP).

I have also received a copy of the Medicaid Annual Notification Regarding Parental Consent (included in Procedural Safeguards).

Signature of Parent / Guardian: _____ Date: _____

Step 6: Initiate the Permission to Place in Illuminate

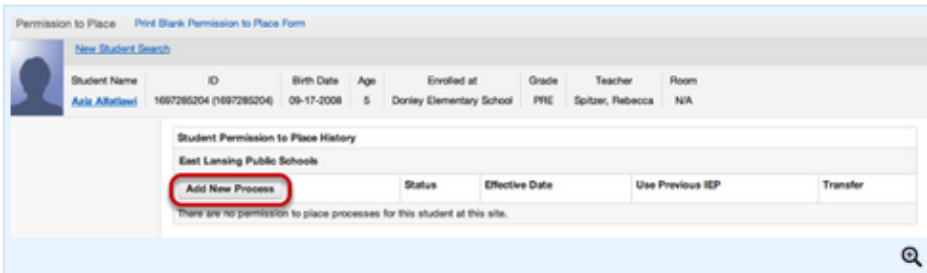
Person Responsible: _____

Where to Start



1. After opening a student's record (see the "Find a Student" lesson in the "Students" manual for help), click the Special Ed tab near the top of your screen.
2. Under the Process sub-navigation tab, click Permission to Place.

Initiate Permission to Place

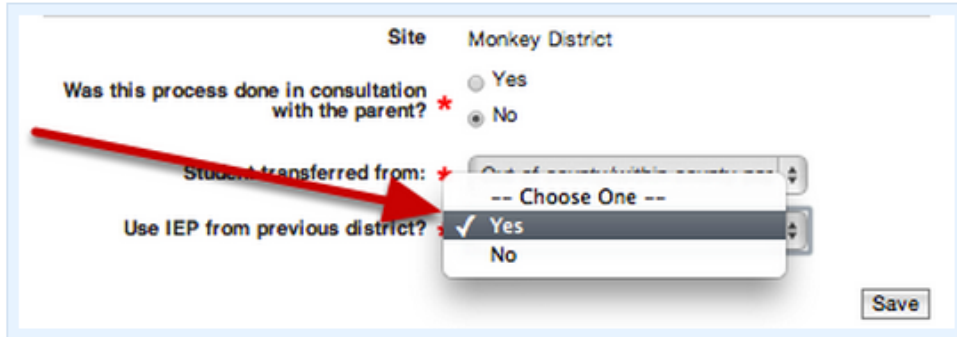
A screenshot of the 'Permission to Place' form. The form is titled 'Permission to Place' and 'Print Blank Permission to Place Form'. It includes a 'New Student Search' link and a table with student information. The table has columns for Student Name, ID, Birth Date, Age, Enrolled at, Grade, Teacher, and Room. The student information is: Askia Aftabizel, 1697285204 (1697285204), 09-17-2008, 5, Donley Elementary School, PRE, Spitzer, Rebecca, N/A. Below the table is a 'Student Permission to Place History' section for 'East Lansing Public Schools'. It contains a table with columns for 'Add New Process', 'Status', 'Effective Date', 'Use Previous IEP', and 'Transfer'. The 'Add New Process' button is highlighted with a red circle. Below the table, it says 'There are no permission to place processes for this student at this site.' A magnifying glass icon is in the bottom right corner.

Initiate a Permission to Place by clicking the "Add New Process" button.

Step 7: On the Illuminate Permission to Place indicate whether the previous IEP will be used (Option 1 from the paper Permission to Place)

Person Responsible: _____

Accept Previous IEP



The screenshot shows a web form for 'Monkey District'. It includes a radio button question: 'Was this process done in consultation with the parent?' with 'Yes' and 'No' options. Below it is a dropdown menu for 'Student transferred from:'. A red arrow points from the 'Use IEP from previous district?' label to the 'Yes' option in the dropdown menu. The dropdown menu also shows '-- Choose One --' and 'No' options. A 'Save' button is visible in the bottom right corner.

From the dropdown menu select **"Yes"** to accept the IEP from the previous district.

Please remember that implementing the IEP from the previous district is only an option in the situations outlined in Step 3.

Step 8: On the Illuminate Permission to Place indicate the student's disability and important dates

Person Responsible: _____

Complete Required Information

The screenshot shows a web form for entering student information. It is divided into several sections: Effective Date, Primary Disability, Important Dates, and Transportation Information. Numbered callouts (1-5) point to specific fields: 1) Effective Date, 2) Student Primary Disability, 3) Date of Initial/Reeval IEP, 4) Transportation Time, and 5) the Save button in the Primary Disability section. A red box highlights the Save buttons for the Primary Disability, Important Dates, and Transportation Information sections.

Effective Date	<input type="text" value="1"/>
Thirty Day Target Date	<input type="text"/>
Primary Disability	
Student Primary Disability	Specific Learning Disability (R34) <input type="button" value="Save"/>
Important Dates	
Date of Initial/Reeval IEP *	04/29/2012 <input type="button" value="Save"/>
Assignment Start Date *	04/29/2012 <input type="button" value="Save"/>
Current IEP Date *	04/29/2012 <input type="button" value="Save"/>
Previous IEP Date	<input type="text"/>
Transportation Information	
Transportation Time	<input type="text" value="4"/>
Transportation Provider	<input type="text"/>
Transportation Type	<input type="text"/>
Transportation Service 1	<input type="text"/>
Transportation Service 2	<input type="text"/>
Transportation Service 3	<input type="text"/>
Transportation Service 4	<input type="text"/>
Transportation Service 5	<input type="text"/>
Transportation Service 6	<input type="text"/>
Transportation Service 7	<input type="text"/>

#1) Effective date of the placement in special education programs/services in the current district.

30 day target date is used only in Option 2 (not implementing the current IEP)

#2) Student primary disability - should match the eligibility on the most recent IEP

#3) Date of Initial/Reeval IEP - transferred from most recent IEP

Assignment Start Date - Same as the Effective Date (#1)

Current IEP Date - date of the most recent IEP from the previous district

Previous IEP Date - not required

#4) Enter special transportation if applicable

Step 9: On the Illuminate Permission to Place add the Programs & Services the student will be receiving

Person Responsible: _____

Add Programs and/or Services

NOTE: This student is considered special ed, this form will be populated accordingly.




Permission to place process was added.

Programs/Services


Below is a list of programs and/or services. If you have the appropriate permissions you may do the following:

- Click the 'Edit' link to modify a program/service that has already been added to this IEP.
- Click the 'View' link to simply review a program/service without the ability to modify data.
- Click the 'Delete' link to complete remove a program/service.
- Click the 'Add Service' link to add a new service to the IEP.
- Click the 'Add Program' link to add a new program to the IEP.

Programs/Services

   [More...](#)

Program/Service	Initiation Date	Duration Date	Provider	Hours/Week	Site		
						Add Service	Add Program



Click the "Add Program" or "Add Service" links to add the desired programs and/or services.

If Option 1 (implement the current IEP) has been selected then the Programs & Services that are entered here should exactly match those from the most recent IEP.

If Option 2 has been selected then the Programs & Services that are entered here should be the comparable programs/services that have been recommended until a new IEP can be developed (within 30 school days).

Step 10: Complete Illuminate Permission to Place Notice Person Responsible: _____

Indicate Other Factors

The screenshot shows a web form titled "Initial Provision of Programs/Services" with a "Submit" button in the top right corner. The form is divided into several sections:

- Other Factors:** Two text input fields. The left field is labeled "Describe the options or other factors considered but not incorporated into the IEP" and the right field is labeled "Rationale for not incorporating the option or other factor into the IEP". A red circle with the number "1" is placed over the right field, with red arrows pointing to both fields.
- The IEP Team has determined that the programs/services will be provided in the:** Three radio button options: "Resident District: Albon Public Schools" (selected), "School of Choice District: Doe District", and "Operating District: Doe District". A red circle with the number "2" is placed over the first option, with red arrows pointing to each of the three options.
- Additional sources to assist parents in understanding their rights:** A "Person:" dropdown menu and a "Phone: () - X" input field. A red circle with the number "3" is placed over the dropdown menu, with red arrows pointing to both the dropdown and the phone field.
- How were the parents informed about the content of the IEP?:** A "Method:" dropdown menu and a "By Whom:" dropdown menu. A red circle with the number "4" is placed over the "By Whom:" dropdown menu, with red arrows pointing to both dropdown menus.
- At the bottom left, there are "< Back" and "Next >" buttons. A red circle with the number "5" is placed over the "Next >" button, with red arrows pointing to both buttons.

1. Describe the option or other factor considered in the field to the left, provide rationale for not incorporating the option or other factor in the field to the right, and click the Green Plus Icon to add the description and rationale.

Note: You **MUST** enter at least one option or other factor that was considered but not implemented or you will not be permitted to move on.

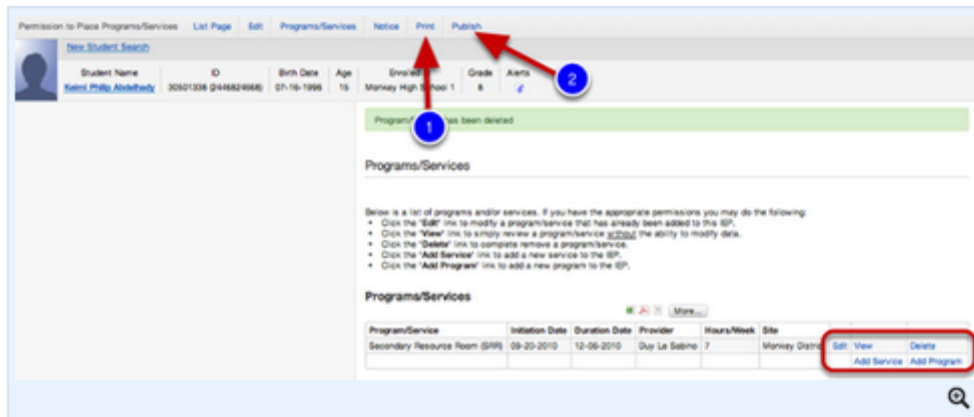
2. Select the site in which the programs/services will be provided.

3. Input a staff member who can assist parents in understanding their rights (begin typing the person's name and click on his/her name to make the selection) and type in a phone number where he/she can be reached.

4. Input the method by which parents were informed about the content of the IEP and select the staff person who made the contact (begin typing the person's name and click on his/her name to make the selection).

5. Click "Save."

Step 11: Publish the Permission to Place Person Responsible: _____

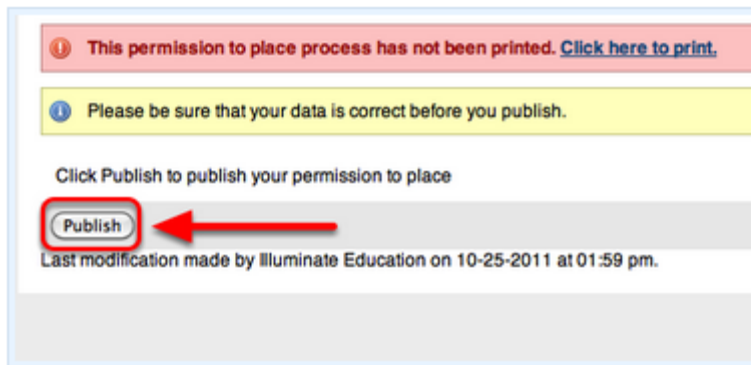


Once you have ensured all of the information is correct you may:

1. Click here to print a Draft Permission to Place.
2. Click here to Publish the Permission to Place.

Note: You can also Edit, View and Delete program info here.

Publish



Click the Publish button to publish the Permission to Place.

The Illuminate Permission to Place **MUST** be published before staff will be able to Publish an IEP.

Step 12: Print, Get Signature, and Provide Notice Person Responsible: _____

The Published Permission to Place needs to be printed so that the District Representative can sign. Once signed the Illuminate Permission to Place (pg. 1) and corresponding Notice (pg. 2) should be copied and sent to parents to provide Notice of the Implementation of Programs & Services.