



**Kristin Patterson-Maas**

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## **Annual Review Procedures for Related Service (SLP, OT, PT, Nursing Services, Counseling)**

1. Go to: Easy IEP -> Special Education Tools -> IEP Process
2. Click on IEP Participants and make sure your name is listed. If it is not, click “Add Participant” and add it.
3. Click on Present Levels. Go to PLAAFP – Delete all old information relative to your discipline from this section! That information has been saved on the previous IEP. Only new information should appear in this area. Clearly delineate where your information begins by writing your discipline, your name, and the date. Write a narrative about the student’s progress and academic achievement. Include information about his performance in therapy sessions and in the classroom (talk to the teacher about his classroom performance.) Be specific and reference his progress toward his current goals; also discuss future goals/areas that need further improvement. CLICK SAVE. If you get an error message afterward, don’t worry, your information was still saved.
4. Click on Annual Goals and Objectives.
  - A. Goals are the broad, general statements of what the student needs to accomplish; they simply give direction and are not measurable. Objectives are specific, concrete, measurable steps that are taken to reach the goal; the objectives should be attainable within the time period of the IEP.
  - B. Check the student’s most current assessment/ Eligibility Report. Goals and objectives can only reflect areas in which the student qualified for therapy. For instance, if a student was tested and qualified for articulation, you cannot add language goals, even if he is currently having difficulty answering questions. If a student was tested and qualified for fluency, you cannot add artic goals, even if the student is currently displaying articulation errors.
  - C. Evaluation Procedure indicates how the student’s progress toward that specific goal will be evaluated, and how often. Will the student have a weekly quiz; will the student have work samples collected monthly? Choose an evaluation method that is both realistic and valid. Keep in mind that typically the student’s progress should not be evaluated during every single session, because that does not leave time to introduce and learn new material.
5. Find out from the Case Manager if the student qualifies for the ESY program. If he does, go to the Special Education Determinations & ESY page. Either adjust the information in the existing ESY Related Service, or click Add ESY Related Service (delete any old/outdated ESY Related Services relevant to your discipline.)
6. Go to the Related Services Page. Either adjust the information in the existing Related Service relative to your discipline, or click Add Related Service (delete any old/outdated ESY Related Services relevant to your discipline.) The begin date and end date refer to actual therapy. Time must be allotted at the beginning and end of the year for scheduling, record keeping, etc. Choose a begin date in mid-September and an end date in mid-June.

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7. That's it! Make sure you are available to attend the IEP meeting.

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