June 6, 2018

TO: Directors, Exceptional Children Programs

 Directors, Charter Schools

 Directors, State Operated Programs

FROM: William J. Hussey, Director, ****

 Exceptional Children Division

RE: Documenting Individualized Education Program (IEP) Services on Behalf of Students/Related Service Support Descriptions (RSSDs)

When the expertise of related service providers is needed, it must be documented in the student’s IEP. IEP documentation is required if the practitioner supports the student’s program or staff or works towards student goal or skill attainment. The RSSD was originally designed to ensure that services on behalf of students (e.g., support services, Supplementary Aids and Services, consultative services, staff training, program monitoring, technical assistance) were considered and documented in the IEP. There have been, and continue to be, several ways to document these services in an IEP. Each IEP team decides how to best describe and document the services required to meet the student’s unique needs.

With the revised NC IEP forms, information previously documented in RSSDs will be included within the IEP, rather than as a separate document. There are multiple places to describe these supports in the new IEP forms. Here are several examples where information previously described in RSSDs, can be documented:

* **Supports for academic, functional, personal changes or circumstances**; this text box within the Present Levels of Academic Achievement and Functional Performance section of the IEP can be used to describe needed related service supports. This correlates to the “Description of Student Needs” section on the current RSSD.
* **Supports for school personnel**; this text box within the Least Restrictive Environment section of the IEP can be used to specify support or training of classroom interventions delegated to instructional staff. This correlates to the “Classroom Intervention” section on the current RSSD.
* **Service Type**; this check box on the service delivery page of the IEP under Related Services can be used to specify required related service provider support. This correlates to the “Related Service Provider Support” section on the current RSSD.
* **Supplemental Aids/Services/Accommodations/Modifications;** this text box within the Least Restrictive Environment section of the IEP can be used to specify needed related service provider support and/or equipment. This correlates to the “Related Service Provider Support and Equipment Needed” section on the current RSSD.

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Documentation supports previously specified in a RSSD can be accomplished in multiple ways – which are equally compliant.

There is not a single, one-to-one corresponding location for this information on the new IEP forms, rather several options. Going forward, current RSSDs (a component of the current IEP) will remain in effect until the IEP is reviewed and developed using the Every Child Accountability Tracking System (ECATS). IEP teams will consider all options to best describe and document the ‘on-behalf-of’ services the student requires.

If you have questions, please contact:

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WJH/DM/ss