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Summary of IEP Procedure for Registered Credentialed School Nurse

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| Attendance | Registered Credentialed School Nurse (RCSN) should attend all initials, triennial & annuals with health concerns. RCSN will follow the SDUSD <i>'Excusal Process'</i> if unable to attend IEP. |
| Assessment and Timelines | It is important that the RCSN is notified as soon the Assessment Plan is opened so there is adequate time to determine whether a Nursing Assessment Report (NAR) is required. Nurse Assessment Report (NAR) is required for all initials/ triennials/ and annuals with health concerns. RCSN should be notified as soon as the Assessment Plan is signed so there is adequate time to assess the student (in most cases 60 days). The case manager should include the RCSN in the decision of when the IEP meeting is held so the nurse can attend as part of the team. RCSN will complete a NAR and if appropriate, an individualized school healthcare plan (ISHP) for all initials & triennials. |
| Transportation | When a student with a health condition requires transportation, the RCSN and the case manager will collaborate in completing the <i>'Identify the student's safety and medical needs'</i> and the <i>'Bus monitors responsibilities'</i> . |
| Assessment Plan | Prior to the IEP meeting, the case manager will open an <i>'Assessment Plan'</i> . RCSN will complete their section in the <i>'Evaluation Area'</i> . |
| Initial/Triennial IEP Meeting Assessment Report Page 1 | RCSN completes and signs the <i>'Educationally Relevant Health & Developmental Issues'</i> area and sign entry; attach completed NAR in PDF format; complete the <i>'Validity'</i> statement; attach ISHP and other relevant supportive documents in PDF formats. |



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| <p>Assessment Report Page 2</p> <p>Present Levels Page 3</p> <p>Signature Pages 1&2</p> | <p>Under <i>'Report Title'</i> the RCSN selects NAR and selects the RCSN name as the <i>'Assessor'</i>.</p> <p>Under <i>'Health'</i>, enter the dates of the hearing and vision screening. Screening must be within one year of the IEP meeting. Related service providers, such as Low Incident Providers, may enter their data in this area when they have done a specialized assessment. This information will satisfy the screening requirement if done in the timeframe. Nurse summarizes the past health history and enters the <i>'present levels'</i> of the students health. RCSN needs to sign this entry.</p> <p>All members that have attended the IEP meeting enter their name and title on this page.</p> |
| <p>Annual/Supplemental IEP Present Levels Page 3</p> <p>Signature Pages 1&2</p> | <p>Under the <i>'Health'</i> area the RCSN needs to enter current relevant health information. Not necessary to complete vision or hearing screening. RCSN needs to sign this entry. If appropriate, RCSN should attach current ISHP and any other relevant documents in a PDF format.</p> <p>All members that have attended the IEP meeting enter their name and title on this page.</p> |
| <p>Adding Nursing Service Time Specialized Physical Healthcare Services (SPHCS) Health Nursing Services (HNS) <i>Note: Nursing services need to be added when appropriate to all initials, triennials and annuals.</i> IEP Page 1</p> | |



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| <p>Special Factors Page 1</p> <p>Special Factors Page 2</p> | <p><i>'Launching Service Wizard'</i> is the area that RCSN selects the service type, service group, time frame, and environment for the nursing service.</p> <p><i>'Special Education Service Delivery'</i> section is where the RCSN selects the nursing service type (same as the type selected in Service Wizard area). This area is where the RCSN completes the information that is related to the specific health condition and how it will be managed in the school setting.</p> <p><i>'Section C'</i> is the area where the RCSN describes how the health office will support and collaborate with the school staff in managing the student's health concern.</p> |
| <p style="text-align: center;"><u>RCSN Role in the IEP Process</u></p> <ul style="list-style-type: none">› Assess student for <i>health concerns that impact learning</i> in the general education classroom.› <i>Provide health assessment information to the IEP team</i> which is to be done for all initial and triennial IEPs (speech included).› When appropriate, create an ISHP for health concerns.› Only the RCSN can determine if the health concern requires Specialized Physical Healthcare Services (SPHCS) and/or Health Nursing Services (HNS).› Health/medical related training that is related to ensuring a safe school environment for students with IEPs will be done by the RCSN. | |
| <p style="text-align: center;"><u>Case Managers</u></p> <ul style="list-style-type: none">› The case manager will coordinate with the RCSN on all initial & triennial IEP assessments and annual/supplemental IEPs with health problems. Only the RCSN can make the determination whether a student has a health problem. | |