

**TITLE:** Assessment Plans for Related Services

**NUMBER:** REF-715.3

**ISSUER:** Anthony Aguilar  
Chief of Special Education, Equity and  
Specialized Programs  
Division of Special Education

Maribel Luna, Ed.D.  
Senior Director  
Division of Special Education

**ROUTING**  
All Schools  
Independent Charter  
Schools  
Affiliated Charter Schools  
Regional Administrators  
Regional Directors  
Special Education  
Administrators  
Related Services Providers  
Special Education Teachers

**DATE:** May 22, 2023

**PURPOSE:** The purpose of this reference guide is to provide updated information to schools regarding the 48-hour notification requirement to related services providers when a school receives a signed assessment plan in any related services area.

**MAJOR CHANGES:** This reference guide replaces REF-715.2 of the same title issued on April 29, 2019. It contains updated information regarding automatic Welligent notifications to service providers for completed assessment plans for special education and related services.

**INSTRUCTIONS:** Initial, Re-evaluation, and Triennial evaluations have a 60-day timeline for assessments to be completed and for IEP team meeting to be held after receipt of a signed and consented assessment plan. As such, schools are required to document the date the District received the signed assessment plan, within 48 hours, or two (2) work days, of receiving a signed assessment plan into Welligent.

When the District (school) receives the signed assessment plan, the date of receipt must be timestamped on the assessment plan. Note: If a timestamp is not available, the administrator or administrative designee should handwrite the date received and include their full signature. Any handwritten time stamp on the Assessment Plan must include the following three items: (1) District Received; (2) Date in MM/DD/YY format; and (3) Administrator's/Administrative designee's complete signature. In addition, schools must enter the date the District received the signed assessment plan from a parent/guardian in the "Date Signed Assess. Plan Recd." field in the "Assessment" section in Welligent within 48 hours. Timely entry of this information into Welligent will ensure that service providers are notified and are

able to initiate assessments right away and complete assessments within the 60-day window of receipt of consent. Once the date the District received the signed assessment plan is entered into Welligent, the system will send an automatic notification to the assigned providers indicating that the signed assessment plan has been received by the District. The signed assessment plan must also be uploaded to the “Attached Documents” section on the IEP Management screen of the corresponding IEP record.

Formal notification must be given to service providers via Welligent. Any other form of notification, such as: receiving a signed assessment plan in a school mailbox, emailing a signed assessment plan, or verbally informing a provider of assigned assessment plan, does not meet the formal notification requirement.

Related Services include the following areas:

- Adapted Physical Education (APE) Motor Abilities
- Assistive Technology (AT) Academic Abilities
- Audiology (Aud) Health and Development
- Blind/Partially Sighted Services (VI) Health and Development
- Counseling and Guidance
- Deaf and Hard of Hearing (DHH) Language Function
- Language and Speech (LAS) Language Function
- Orthopedic Impairment Itinerant Services (OI) Academic Ability
- Occupational Therapy (OT) Motor Abilities
- Orientation and Mobility for the Blind (O and M) Health and Development
- Physical Therapy (PT) Motor Ability
- Recreation Therapy (RT) Social-Emotional
- Psychological Services (ERICS)

Schools must ensure assessors are assigned via the assessment tab in Welligent. If a provider has not been assigned on the Welligent assessment tab, the provider will not be automatically notified once the assessment plan received date is entered into Welligent. If a school site needs assistance with assigning a related services provider, needs clarification regarding a related services assessment area, or needs assistance identifying a specific assessor, they should call the appropriate program below to obtain the provider's name:

- Related Services (LAS, OT, PT, RT, APE, AT), including Low Incidence (VI, DHH, Aud, OI, O and M): (213) 241-6200
- Psychological Services (Counseling, ERICS): (213) 241-8303

- RELATED RESOURCES:**
- EC 56043(c) and (f)(1), EC 56302.1, EC 56344
  - [REF-4133.1](#): Individualized Education Programs (IEPs) Presented for Parent Signature
  - Special Education Electronic Policies and Procedures Manual (e-PPM)

**ATTACHMENTS:** None

**ASSISTANCE:** For assistance or further information, please contact Taryn Shimizu, Administrative Coordinator, Related Services, at [taryn.shimizu@lausd.net](mailto:taryn.shimizu@lausd.net) or (213) 241-6200.