

IEP Facilitation Case Management Procedure

Step 1: Intake

A. Information Only

- Answer questions parents or districts have about facilitation including the differences from mediation. Refer to website or send information.

B. Facilitation Request , Single or Joint

The request form gives implied consent from the parties for the intake coordinator and facilitator to have access to student records including the invitation letter and the IEP.

1. When a request is received from a parent or school district :
 - complete the IEP facilitation intake form with requesting party
 - contact the non-requesting IEP team member (parent or district) to inform them of the request
 - talk with non-requesting party about the benefits of facilitation
 - ask if non-requesting party agrees to have the facilitator at the IEP meeting and, if so, complete intake form
2. If an attorney requests the facilitation, the intake coordinator works directly with the attorney, **not** the district or parent **unless** the attorney directs otherwise. **IT IS AN ETHICAL VIOLATION TO CONTACT A PARTY REPRESENTED BY AN ATTORNEY WITH OUT ATTORNEY'S PERMISSION.**
3. Ask the school representative to add the facilitator to the invitation letter as participant at the meeting but not a member of the IEP team.
 - a copy of the invitation letter should be sent to the facilitator

Step 2: Screening

Party Screening

The requestor is usually a parent or legal guardian, competent adult student, district administrator, or special education or pupil services director. We do have inquiries from state and local agencies, advocacy groups and attorneys.

Subject Matter Screening

What disability is involved? The disabilities for ages 3-21 years old in the State of Wisconsin are:

1. Autism
2. Deaf-Blind
3. Emotional Behavioral Disability
4. Hearing Impairment
5. Cognitive Disability
6. Deafness
7. Orthopedically Impaired
8. Other Health Impairment
9. Specific Learning Disability
10. Speech/Language Disability
11. Traumatic Brain Injury (TBI)
12. Visual Impairment
13. Significant Developmental Delay (5-11 years old)

Under IDEA, children ages 3-9 can receive services using the term developmental delay rather than one of the 13 categories. States usually define this term.

These terms and the eligibility criteria can be found in Wis. Adm. Code PI 11.

The medical diagnosis may differ from the IDEA disability category. For instance, the medical diagnosis can be Down's Syndrome and the IDEA category could be CD.

Nature of the Request

Why are the parent and/or district requesting a facilitator? If it appears the issues raised may be more appropriate for mediation, the intake coordinator explain the mediation process to the parties. The parties decide which process they want to use with help from the intake coordinator. The intake person explains the differences in roles for the mediators/facilitators, differences in outcomes, and differences in processes to the parties and helps them choose the process that best fits their needs.

Step 3: Referral (Assigning a facilitator)

A. Contacting a Facilitator

1. The parties do not always request a facilitator, but the intake coordinator works with the parties to find out what they are looking for in a facilitator. The system at times appoints a facilitator from the WSEMS roster, but really tries to work closely with the parties, like in mediation, to determine what they are looking for in a neutral. The intake coordinator might look over a number of facilitator bios on the internet with parties while on the phone or mail them the short bio handout. The intake coordinator may take several recommendations from each party, look for any overlapping recommendations, and use one of those choices to assign to the case. The most important aspect of this process is that the parties confirm they are comfortable with the facilitator.

Step 4: Follow Up

The intake coordinator follows up with the mediator on the status of the case. The intake coordinator also is available for technical assistance to the facilitators.