



Consultation and training to support the unique educational needs of individuals and the Alaska communities that serve them.

**LOW INCIDENCE DISABILITIES
(LID)
REFERRAL PACKET**

**and information on other
grant programs offered**

2011-2012

www.sesa.org

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SESA Staff Roster

FY 2012

Mary AeryPBIS Coach
Lyda Baker AARC Trainer/OTR/L
Bill Bradshaw Program Director
Maci Brown Education Specialist – Autism Impairment
Mark BrueschkeDistance Education and Technology Associate
Mary CalistiExecutive Assistant
Pamela CampbellProgram Assistant
Jacqueline D’AuriaAARC Outreach Consultant – Fairbanks
Kathy DershamProgram Assistant
Anne Freitag.....Librarian
Brenda Jager..... Education Specialist – Vision Impairment
Krista JamesAutism Resource Specialist/AARC Program Coordinator
Kira Levey-Jodlbauer..... PBIS Specialist
Lyon Johnson Education Specialist - Emotional Disturbance
Viletta Knight.....Fairbanks Office Assistant
Chanda LivAgency Operations Assistant
Tamara MarkusAdministrative Assistant
Patricia McDaid Education Specialist/Coordinator
Idamarie PiccardMentorship
Patrick PillaiExecutive Director
Michelle Radin.....Education Specialist – DSI/Hearing Impairment
Amanda Riste BTKH Transition Specialist/Coordinator
Jennifer Romer PBIS Specialist
Jennifer SchroederEducation Specialist – Multiple Disabilities
Reyna Sigurdson Education Specialist – Autism Impairment
Abby Simonson..... Education Specialist – Hearing Impairment
Andrea Story Education Specialist – Vision Impairment
Terra SwartzbackerProgram Assistant
Sarah ThatcherAdministrative Assistant
Eva WortmanEducation Specialist – Multiple Disabilities

PROGRAMS AT SESA

The Special Education Service Agency (SESA), a public agency authorized by Alaska Statute is available to school districts for low incidence special education services as defined in AS 14.30.630. The following specialized services are available.

REFERRAL THROUGH SPECIAL EDUCATION DIRECTOR

SESA LOW INCIDENCE DISABILITIES (LID) PROGRAM

SESA's core service, funded through the Alaska Department of Education and Early Development, is a low incidence disability outreach program. The purpose of the program is to provide consultation, technical assistance, and support, primarily to rural and remote school district personnel who work with students experiencing low incidence (severe and occurring infrequently) disabilities: vision impairment, autism impairment, hearing impairment, emotional disturbance, and multiple disabilities.

DUAL SENSORY IMPAIRMENT SERVICES (DSI)

DSI is federally funded to provide technical assistance to outreach service providers and families throughout Alaska who have children, birth to 22 years, with both hearing and vision impairment. Referrals are made through physicians, educational program staff, families, or other service agencies.

BRING THE KIDS HOME EDUCATIONAL TRANSITION SUPPORT PROJECT (BTKH)

The BTKH Project was developed to establish a non-direct service program to support youth returning to Alaska schools from Residential Psychiatric Treatment Centers (RPTC). SESA will establish communications with the RPTCs and assist with advance notice of student return, transition of necessary paperwork, and follow up of recommended services.

REFERRAL BY THE STATE

POSITIVE BEHAVIOR INTERVENTION SUPPORTS CENTER OF ALASKA (PBIS CENTER)

The Positive Behavioral Interventions and Supports Center (PBIS) Center provides technical assistance and coaching to schools. It also serves as a clearinghouse and depository for PBIS materials to meet the needs of all Alaskan schools and educators.

RESOURCES AVAILABLE TO SCHOOL DISTRICTS

GUIDING AND INVESTING IN NEW SPECIAL EDUCATORS (GAINS)

GAINS will help your school district by teaching culturally relevant pro-social skills to students at an early age, in an effort to decrease school discipline issues. This will in turn increase academic gains for students at a young age as well as decrease the number of students referred for special education classes. GAINS will provide strategies for teachers and para-professionals to teach and implement pro-social skills for students, which are culturally relevant for Alaskan students. .

THE ALASKA CENTER FOR ACCESS MEDIA

In order to maintain compliance with state and federal regulations, SESA has created the Alaska Center for Accessible Media to meet the needs of districts for quality Accessible Instructional Materials (AIM), including DAISY texts, PDF, HTML, audio books, Braille and large-print formats

RESOURCES AVAILABLE TO COMMUNITY GROUPS, ORGANIZATIONS, INDIVIDUALS

ALASKA AUTISM RESOURCE CENTER (AARC)

AARC provides statewide information dissemination. In collaboration with families, schools, and communities throughout the state, the AARC helps to increase the knowledge and resources of appropriate services for individuals of all ages with autism spectrum disorders.

SESA LIBRARY

SESA's extensive library is available to educators, families, university students, and other service providers throughout Alaska. The library was established to support SESA's staff and school districts' individuals with disabilities and the communities that serve them. If materials are not needed for caseload students, they may be loaned to anyone in Alaska.

LOW INCIDENCE DISABILITIES (LID) REFERRAL PROCESS

WHO MAKES THE REFERRAL TO SESA?

The local school through the district special education director/coordinator must refer a student.

HOW IS A STUDENT REFERRED?

The following documents are required:

1. INITIAL REFERRAL FORM
2. MUTUAL EXCHANGE OF INFORMATION form signed by parent or guardian.
3. Current EVALUATION SUMMARY ELIGIBILITY REPORT (ESER).
4. Copy of the current INDIVIDUAL EDUCATION PLAN (IEP).
5. Diagnostic information supporting eligibility as indicated on the referral form.

*For students with recent Traumatic Brain Injury (TBI), it is best to make the referral while the student is still in the rehabilitation setting. An Initial Referral form and a Mutual Exchange of Information form are the only documentation required. The Mutual Exchange of Information form must list medical and rehabilitation facilities.

WHAT HAPPENS NEXT?

A SESA specialist will contact the special education director and teacher to arrange for developing a plan of service based on student and local staff needs.

HOW IS STUDENT ELIGIBILITY MAINTAINED?

A copy of the student's current IEP, ESER, and medical or evaluative report(s) supporting eligibility in a specific disability must be on file with the agency at all times.

For more information or if there are questions, contact:

WILLIAM BRADSHAW
Program Director
Special Education Service Agency
3501 Denali Street, Suite 101
Anchorage, Alaska 99503
907-334-1300
www.sesa.org
wbradshaw@sesa.org



SESA

LID Referral Forms

- ❖ Referral Checklist ❖
- ❖ District Referral Signature (Required) ❖
- ❖ Mutual Exchange of Information (Required) ❖

REFERRAL CHECKLIST

DO YOU HAVE ALL YOUR PAPERWORK?

THIS FORM WILL HELP YOU MAKE SURE NOTHING IS MISSED!

Student Information

Student's Name _____ Grade _____ Date of Birth _____

District _____ Site _____

SPED Director/Coordinator _____ Teacher _____

Required Documentation *(NOTE: If required documentation is not included, referral may be delayed.)*

(Initial) Mutual Exchange of Information (MEI) completed listing appropriate agency contacts, signed and dated by parent / guardian.

(Initial) Current Individualized Education Plan (IEP) – Valid for 1 year from date of IEP

(Initial) Current Evaluation Summary and Eligibility Report – (ESER) – Valid for 3 years from date on ESER

(Initial) District Referral Signature page completed, dated, and signed by the Special Education Director or Coordinator.

(Initial) Required supporting documentation for individual program referral (check box below for specific referral category:

VISION IMPAIRMENT:

___ Eye Report from an ophthalmologist / optometrist

HEARING IMPAIRMENT PROGRAM:

___ Recent audiogram from audiologist

ALASKA DUAL SENSORY IMPAIRMENT SERVICES:

___ Audiogram from audiologist

___ Eye report from an ophthalmologist / optometrist

AUTISM SERVICES PROGRAM:

___ Medical or Psychological report including the diagnosis of autism

EMOTIONAL DISTURBANCE PROGRAM:

___ Medical or Psychological report

MULTIPLE DISABILITIES PROGRAM – Includes Cognitively Impaired, Other Health Impairment, Multiple Disabilities, Orthopedics:

___ Medical, related service, and psychological reports specific to the disability

TRAUMATIC BRAIN INJURY:

___ Medical documentation of a traumatic brain injury

PRESCHOOL DEVELOPMENT DISABILITY:

____ Documentation supporting state classification



DISTRICT REFERRAL SIGNATURE

(Required)

3501 Denali Street, Suite 101
Anchorage, AK 99503

907.334.1300 PH
907.562.0545 FAX
907.563.8284 TTY

2. STUDENT INFORMATION:

Student Name _____ Grade _____ Date of Birth _____

District _____ Site _____

SPED Dir./Coordinator _____ Teacher _____

2. STATE CLASSIFICATION OF STUDENT: *Check the space that indicates state classification for the student.*

- | | |
|--|---|
| _____ Vision Impairment | _____ Cognitively Impaired |
| _____ Deaf | _____ Other Health Impairment |
| _____ Hard of Hearing | _____ Emotional Disturbance |
| _____ Dual Sensory Impairment (Deaf-Blind) | _____ Multiple Disabilities |
| _____ Orthopedic Impairment | _____ Traumatic Brain Injury |
| _____ Autism | _____ Early Childhood Developmental Delay |
-

3. SIGNATURE:

Recognizing that the final responsibility to ensure appropriate services are provided to students with special needs lies with the school district, **THE DISTRICT AGREES TO:**

- Provide copies of current IEP, current ESER, current MEI (Mutual Exchange of Information with parent), and supporting documentation as listed in the Referral Checklist form.
- Provide diagnostic, programming and other documentation / information pertinent to the student's educational program as requested by the SESA specialist.
- Provide adequate time and necessary coverage to allow appropriate school staff to work with the SESA specialist during on-site visits.
- Implement recommendations and/or programs developed in conjunction with the SESA specialist.
- Facilitate parent contact with SESA specialist.
- Include the Student Service Report (SSR) as part of the student's special education file.

SIGNATURE of SPED Director / Coordinator

Date of Referral

Optional Forms

- ❖ Permission to Photograph/Video ❖
- ❖ Permission to Publish on the Internet ❖
- ❖ Mutual Exchange of Information Amendment ❖



Permission to Photograph and/or Videotape

The Special Education Service Agency (SESA) has my permission to photograph / videotape my child, _____ while at school/home/community.

SESA has my permission to use my child's image / work for the purpose(s) of providing assistance to the school district / Infant Learning Program, in the following areas:

<p>PERMISSION TO USE IMAGE /VIDEOS (CHECK AS APPROPRIATE)</p>	
<input type="checkbox"/>	Assessment
<input type="checkbox"/>	Monitoring Student Progress
<input type="checkbox"/>	Educational Program Development
<input type="checkbox"/>	Training
<input type="checkbox"/>	Public Relations

My permission to photograph / videotape my child is granted for one (1) calendar year from date of signature.

PRINTED Name of Parent /Guardian

Relationship to Student / Child

SIGNATURE of Parent or Guardian

Date

Parent or Guardian Address

Phone Number

e-mail Address



Permission to Publish on the Internet

SESA has my permission to use my child's image/work for the purpose(s) of providing assistance to the School District/Infant Learning Program in the following areas:

Permission to Publish on the Internet

I understand that once my child's image/work is published on a web site, it can be downloaded by any computer user. Personal information such as full name, address, or telephone number will never be published. If a child's name is used, it will be first name only.

	Yes	No
I grant permission for my child's work to be published	<input type="checkbox"/>	<input type="checkbox"/>
I grant permission for my child's first name to be published	<input type="checkbox"/>	<input type="checkbox"/>
I grant permission for my child's image (still or moving) to be published	<input type="checkbox"/>	<input type="checkbox"/>
I grant permission for my child's image (still or moving) with first name to be published.	<input type="checkbox"/>	<input type="checkbox"/>

My permission to photograph / videotape my child is granted for (1) calendar year from date of signature. I understand that my child's image / work may be used for an unspecified period of time.

Name (PLEASE PRINT)

Relationship to Student / Child

Parent or Guardian Signature

Date



Mutual Exchange of Information

3501 Denali Street, Suite 101
Anchorage, AK 99503

907.334.1300 PH
907.562.0545 FAX
907.563.8284 TTY

Amendment Form

Name of Student/Child

Student's/Child's Date of Birth

I grant permission to amend the Mutual Exchange of Information (MEI) to include the following organizations/individual (*list and initial the name, address, and phone number for each organization/individual and cross off sections left blank*).

I fully recognize this amendment is valid only for the term of the original MEI dated _____ and expires on _____, and that all practices of confidentiality will be followed in the use of information gathered.

The following is to be initialed by PARENT or legal guardian, and then signed below.

1. _____ (Parent Initial)	4. _____ (Parent Initial)
2. _____ (Parent Initial)	5. _____ (Parent Initial)
3. _____ (Parent Initial)	6. _____ (Parent Initial)

PRINTED Name of Parent / Guardian

Relationship To Student / Child

SIGNATURE of Parent / Guardian

Date

Address: _____
Street City Zip

Home Phone: _____ Business Phone: _____

e-mail: _____

A copy of this form may be sent to each agency/person listed. If you do NOT wish all agencies listed to receive a copy, please advise in writing. You may use the back of this form.



Alaska Dual Sensory Impairment Services

Alaska Dual Sensory Impairment Services

The term “dual sensory impairment” refers to individuals who experience both vision and hearing impairments. The combined effects of both of these sensory losses, even if both are mild, may qualify an individual as deaf-blind or dual sensory impaired.

Criteria for Referral to Dual Sensory Impairment Services

VISION

and

HEARING

1. Visual acuity of 20/70 or less in the better eye with correction as determined by an eye specialist (i.e., 20/100, 20/200, etc.).
2. Visual field restriction of 20 degrees or less (“tunnel vision”).
3. Functional vision, which is virtually absent or immeasurable for purposes of learning as indicated by a vision specialist.
4. A need for special services requiring the use of nonstandard instructional materials or aids designed to facilitate the child’s learning as recommended by a vision specialist.
5. A temporary impairment or loss of vision due to such factors as illness, accidents, temporary treatments.
6. A diagnosis of syndrome or disorder associated with vision loss.

1. Hearing impairment of 30dB or greater unaided in the better ear.
2. Recurrent otitis media or a documented history of otitis media affecting language or learning abilities as indicated by a hearing specialist, audiologist, or speech/language pathologist.
3. Functional hearing, which is virtually absent or immeasurable for purposes of learning, as indicated by a hearing specialist, audiologist, or speech/language pathologist.
4. A diagnosis of a syndrome or disorder associated with a hearing loss.

SERVICES AVAILABLE

- ❖ Assistance in identification
- ❖ On-site technical assistance (e.g., training, one-on-one consultation, in-service workshops, assistance in program design) for families, educators, and other service providers.
- ❖ Lending library with up-to-date books, articles, and manuals.
- ❖ Access to programs, professionals, and parents involved with individuals who are deaf-blind and their families.
- ❖ Newsletters and program mailings for up-to-date materials on deaf-blindness



SESA Library

SESA Library

The SESA Library provides materials and resources for special educators across the state of Alaska. Books and information are on hand for teachers, paraprofessionals and parents. Assistive technology devices may be borrowed to try, or to use while the student's own device is being repaired.

ONLINE RESOURCES:

Go to www.sesa.org, and choose Library. There are links to information about the library, new materials lists, bibliographies, and a link to search the library catalog online. Pictures of assistive devices are in almost all records for equipment. New materials are listed as soon as they are ready to go out. The catalog is updated regularly.

QUICK FACTS:

- Borrow materials for 30 days (in Anchorage), or 60 days (outside of Anchorage to allow for shipping), and you may renew your loan if no one is waiting. We can sometimes extend loans.
- You can transfer materials to another teacher without sending the item back.
- If you get a reminder notice, just call to see if you can renew, but do please call.

WHAT WE HAVE:

- Books: instructional materials, information for teachers, parent materials and more
- Videos: DVD and VHS
- Assessments
- Software
- Equipment (assistive technology)
- Journals subscriptions (call for information)

LIBRARY MATERIALS SUPPORT THESE SESA PROGRAMS:

LID Programs

- Emotional Disturbance
- Hearing Impairment
- Multiple Disabilities
- Autism Impairment
- Vision Impairment

Other SESA Grants and Programs

- Alaska Autism Resource Center (AARC)
- Bring The Kids Home (BTKH)
- Positive Behavioral Inventions and Support (PBIS)
- Deaf – Blind Project
- NIMAS
- GAINS

Contact Librarian Anne Freitag at 907-334-1301 or email afreitag@sesa.org



SESA Library Forms

- ❖ Memorandum of Agreement (School) ❖
- ❖ Memorandum of Agreement (Individual) ❖
- ❖ Transfer of Library Materials ❖



MEMORANDUM OF AGREEMENT ON LIBRARY USE FOR **SCHOOLS**

SPECIAL EDUCATION SERVICE AGENCY AND _____
(Borrower – SCHOOL NAME)

Use of the SESA library is available to those receiving SESA services, and to other interested persons. Through the library, SESA clients and other library patrons have access to books, videos and equipment.

A copy of the library policy is attached, or available on-line (www.sesa.org, click on Library and click on Library Policy). It is sometimes possible to be flexible in the loan period, but the usual time for a loan is 30 days (for patrons outside Anchorage, an additional two weeks is allowed for mailing out and back). Due to the many requests for some materials, the 30-day loan period should be considered the standard unless the borrower checks with the librarian at the end of the loan period.

It is expected that the patron will follow all instructions for use of an item, retain all packing materials for return shipping, and return all equipment parts and manuals.

If a borrower keeps materials for an extended length of time without checking with the librarian, or neglects to return items when requested, or returns items in damaged condition, or loses items, the borrower's ability to continue borrowing materials may be compromised.

The SESA library may charge for lost or damaged items. Non-responsiveness to overdue notices will result in a bill. The borrower will be responsible for replacement of lost parts, lost items or repair for damages resulting from incorrect use while in possession of the item.

If an item is returned by mail, but not received by the SESA library, the borrower must file a tracer with the Post Office (this can be done even if the item was not sent back certified or insured). Please send a copy of this paperwork to the SESA library. The borrower will continue to receive overdue notices, and will be held responsible for the materials, until this paperwork is received.

If you mail materials back insured, you will not be held responsible for loss or damage in shipping, as they can be claimed.

Principal Signature Printed Name

Date _____ Email Address _____

SCHOOL _____

ADDRESS _____

CITY _____ Alaska ZIP _____

PHONE _____



MEMORANDUM OF AGREEMENT ON LIBRARY USE For **INDIVIDUALS**

SPECIAL EDUCATION SERVICE AGENCY AND _____
(Borrower - Individual)

Use of the SESA library is available to those receiving SESA services, and to other interested persons. Through the library, SESA clients and other library patrons have access to books, videos and equipment.

A copy of the library policy is attached, or available on-line (www.sesa.org, click on library, click on Library Policy). It is sometimes possible to be flexible in the loan period, but the usual time for a loan is 30 days (for patrons outside Anchorage, an additional two weeks is allowed for mailing out and back). Due to the many requests for some materials, the 30-day loan period should be considered the standard unless the borrower checks with the librarian at the end of the loan period.

It is expected that the patron will follow all instructions for use of an item, retain all packing materials for return shipping, and return all equipment parts and manuals.

If a borrower keeps materials for an extended length of time without checking with the librarian, or neglects to return items when requested, or returns items in damaged condition, or loses items, the borrower's ability to continue borrowing materials may be compromised.

The SESA library may charge for lost or damaged items. Non-responsiveness to overdue notices will result in a bill. The borrower will be responsible for replacement of lost parts, lost items or repair for damages resulting from incorrect use while in possession of the item.

If an item is returned by mail, but not received by the SESA library, the borrower must file a tracer with the Post Office (this can be done even if the item was not sent certified or insured). Please send a copy of this paperwork to the SESA library. The borrower will continue to receive overdue notices, and will be held responsible for the materials, until this paperwork is received.

If you mail materials back insured, you will not be held responsible for loss or damage in shipping, as they can be claimed.

SIGNATURE _____ Date _____

ADDRESS _____ Email _____

CITY _____ Alaska ZIP _____

PHONE _____ ALT PHONE _____



3501 DENALI STREET, SUITE 101
 ANCHORAGE, ALASKA 99503
 907.334.1300 PH
 907.562.0545 FAX
 907.563.8284 TTY

ACCEPTANCE OF TRANSFERRED LIBRARY MATERIALS

I accept the responsibility for the materials (listed below) that were formerly checked out to:

_____. I understand that I need to return materials in good condition, with all parts, on time, and should materials be lost or damaged, I will receive a bill, for which I will be responsible. These materials are no longer the responsibility of the previous borrower. I understand that the materials will be due on _____. I further understand that non-responsiveness to Materials Reminders will also result in a bill. The Library Policy is available on our website (www.sesa.org), or a paper copy may be requested.

Materials Being Transferred

<i>Circ Number</i>	<i>Title</i>	<i>Insured Value</i>

Signature _____ Date _____

Printed Name _____

School _____

Address _____

City/Zip _____

Phone _____ Email _____

Memorandum of Agreement on Library Use is: on file or attached.

Acknowledgement/signature of original borrower: _____

COMPLETE THE ENTIRE FORM AND SEND TO THE SESA LIBRARY.

THE KEY TO SUCCESS FOR ALASKAN EDUCATORS SERVING STUDENTS WITH LOW INCIDENCE DISABILITIES
 W W W . S E S A . O R G