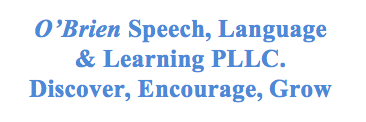
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**Things to Know for the Annual Review**

• All Annual reports are due the second week of March

• Only the Annual Report templates Suffolk county will be accepted

• The report must reflect the child’s progress and current functioning. After reading your report the committee should understand the continued needs of the child

• The information from the narrative statement discussing the child’s current level of functioning in all areas can be used in the SPAMS on the IEP

• The narrative should reflect anything not covered by testing, e.g. behavior problems, social delays, problems with pragmatic language or that need to be emphasized.

• Communication with parent and other providers must be included.

• Goal Updates - Same as quarterly reports, update both the goal and benchmark for the third quarter (usually March or April in IEP direct.

• A separate report is required for each service i.e. SEIT, PT, ST, OT, and Family Training

• Only one report is required for each service even if there are multiple therapists

• All providers must review and sign the report. If it is not signed it will not be considered received and your check will be held

• New Goals for next school year - Everyone is requested to submit home goals for children who are in a dual program or only receiving home services. All goals must be entered into IEP Direct in the draft document for the 2019-2020 school year.

• Everyone should enter SPAMS (on IEP Direct). SPAMS address the child’s overall needs. A goal cannot be written if a need does not exist in the SPAMS.

• For assistance in goals, benchmarks, SPAMs and using IEP Direct call Geri 516-818-6289

• Rationale for a 12-month program - Only submit if you feel a child will have severe regression or severe behavior management problems without summer services. This statement must include examples of regression from weekends and vacations and examples of behavioral concerns substantiated by data. Data must be taken and a data sheet must be attached.

• If you are the Ongoing Service Coordinator you must include a statement reviewing your communication with other providers and parents.

Confirm with Geri or Laura that you are attending the meeting.

E-mail [geri@obrienspeechandlearning.com](mailto:geri@obrienspeechandlearning.com) immediately after meeting with results.

• All forms, templates etc. can be found on our website <http://www.obrienspeechandlearning.com/>

Contacts:

* For IEP direct code, report compliance information and meetings, contact [geri@obrienspeechandlearning.com](mailto:geri@obrienspeechandlearning.com)
* For Annual Review meeting dates contact [geri@obrienspeechandlearning.com](mailto:geri@obrienspeechandlearning.com)
* For questions regarding report content or treatment issues, contact [geri@obrienspeechandlearning.com](mailto:geri@obrienspeechandlearning.com)