

## ADMINISTRATION OF REGIONALIZED OPERATIONS AND SERVICES

Pursuant to EC sections 56195.7(c), 56205(a)(12)(B), 56368, and 56836.23, describe the regionalized operation and service functions. Descriptions must include an explanation of the respective roles of the RLA/AU, the SELPA administrator, and the individual LEAs associated with the SELPA. Information provided should include the document title and the location (e.g., SELPA office) for each function.”

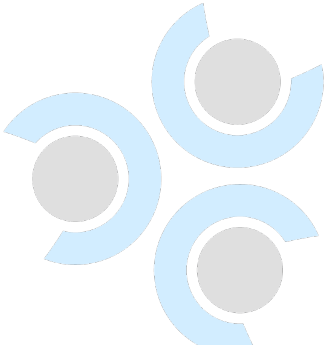

### 1. Coordination of the SELPA and the implementation of the local plan.

Role of the RLA/AU:	Role of the Administrator of the SELPA:	Role of the individual LEAs:
<p>The Administrative Unit shares responsibility with the SELPA to coordinate the administration of the local plan.</p> <p>The Administrative Unit employs SELPA staff to coordinate and implement the local plan.</p>	<p>The SELPA Executive Director provides overall coordination of the Local Plan and ensures the Local Plan is implemented. The SELPA Executive Director facilitates the development and approval of SELPA policies and procedures necessary to implement the local plan.</p>	<p>The LEAs, through the Superintendents, review and approve revisions of the SELPA Local Plan.</p> <p>The LEAs participate in the governance of the SELPA through their designated representatives to the SELPA Governance Council of Superintendents, the governing body of the SELPA.</p> <p>The LEAs support the SELPA to provide a full continuum of placement and services are available to provide a free and appropriate public education to all students with disabilities.</p>

### 2. Coordinated system of identification and assessment

Role of the RLA/AU:	Role of the Administrator of the SELPA:	Role of the individual LEAs:
<p>The Administrative Unit employs SELPA staff to assist with child find activities on behalf of local education agencies.</p>	<p>The SELPA Executive Director provides technical support to LEAs and guidance to parents, as needed, and ensures each LEA conducts Child Find activities.</p> <p>The SELPA Executive Director facilitates the development and approval of SELPA policies and procedures and interagency agreement, when needed, for a coordinated system of identification and assessment. The SELPA Executive Director also facilitates consultation with private schools.</p>	<p>Each LEA is responsible for locating, identifying, and evaluating students with disabilities within its jurisdiction.</p> <p>Each LEA is responsible for conducting child find activities and implementing SELPA and LEA policies and procedures. The LEAs will also provide guidance to parents, staff, and community members related to identification and assessment.</p>

### 3. Coordinated system of procedural safeguards.

Role of the RLA/AU:	Role of the Administrator of the SELPA:	Role of the individual LEAs:
<p>The Administrative Unit shares responsibility with the SELPA for assuring that students with disabilities and their parents or guardians are guaranteed procedural safeguards.</p> 	<p>The SELPA Executive Director provides technical assistance and guidance to parents and school personnel in the areas of assessment, identification, provision of services, and placement.</p> <p>The SELPA Executive Director keeps a listing of free or low-cost legal services available in the county and makes this information available to district administrators and parents, upon request.</p> <p>The SELPA offers alternate dispute resolution services to parents and districts upon request.</p> <p>The SELPA Executive Director assists parents with filing complaints to the California Department of Education and provides information about filing due process complaints to the Office of Administrative Hearings, when requested.</p>	<p>The LEAs provide procedural safeguards to parents consistent with Education Code and ensures implementation. LEA personnel assist parents in understanding the procedural safeguards.</p> <p>The LEAs assist parents with filing complaints to the California Department of Education and provides information about filing due process complaints to the Office of Administrative Hearings, when requested.</p> 

### 4. Coordinated system of staff development and parent and guardian education:

Role of the RLA/AU:	Role of the Administrator of the SELPA:	Role of the individual LEAs:
<p>The Administrative Unit provides logistical support services to the SELPA to assist with staff development and parent or guardian education activities.</p>	<p>The SELPA Executive Director oversees staff development activities and events based on a set aside budget specified in the Budget Allocation Plan.</p> <p>The SELPA Executive Director, or designee, provides training and supports as determined appropriate. The SELPA facilitates trainings on topics requested and cost-shared by LEAs.</p> <p>The SELPA coordinates parent trainings requested by the CAC based on a set aside budget specified in the Budget Allocation Plan.</p>	<p>LEAs determine staff development and parent and guardian education, based on local needs. LEAs may seek technical assistance or input from the SELPA.</p> <p>LEAs provide support (i.e., presenters, location, logistics), as appropriate, to SELPA and CAC on parent trainings.</p>

### 5. Coordinated system of curriculum development and alignment with the core curriculum:

Role of the RLA/AU:	Role of the Administrator of the SELPA:	Role of the individual LEAs:
The Administrative Unit provides instructional support services to the SELPA to support curriculum development for students with disabilities and alignment with the core curriculum.	The SELPA Executive Administrator will allocate SELPA resources to provide support, technical assistance, and staff development, as requested or determined appropriate by the SELPA Governance Council of Superintendents.	LEAs determine needs for curriculum development and alignment with the core curriculum based on local needs.  LEAs ensure that each student with a disability has access to the required core curriculum, any alternative curriculum and textbooks, and supplementary curriculum and textbooks as appropriate, and instructional materials to students with disabilities.

**6. Coordinated system internal program review, evaluation of effectiveness of the local plan, and implementation of the local plan accountability system.**

Role of the RLA/AU:	Role of the Administrator of the SELPA:	Role of the individual LEAs:
The Administrative Unit employs SELPA staff who assist in conducting internal program review, evaluation of effectiveness of the local plan, and implementation of the local plan accountability system.	The SELPA Executive Director will allocate SELPA resources to conduct SELPA internal program reviews, evaluation of the effectiveness of the local plan, and implementation of the local plan accountability system, as determined by the SELPA Governance Council of Superintendents.  The SELPA Executive Director will participate in reviews and provide necessary data readily available from the SELPA.	Individual LEAs review and monitor Annual Performance Reports, the California School Dashboard, and other data sources to ensure students with disabilities receive a free and appropriate public education. Individual LEAs also engage in monitoring activities as required by the CDE.

**7. Coordinated system of data collection and management.**

Role of the RLA/AU:	Role of the Administrator of the SELPA:	Role of the individual LEAs:
The Administrative Unit employs SELPA staff who collect, prepares, and submits required data to state and federal agencies. The Administrative Unit provides data and technology services to the SELPA to assist in data collection and management.	The SELPA Executive Director will review and approve the California Longitudinal Assessment and Pupil Data System (CALPADS) submission of each member LEA as required by the California Department of Education.  The SELPA will provide technical assistance and training to LEAs, as requested or deemed necessary by the SELPA.	The LEAs are responsible for data entry, quality, and integrity. The LEAs gather, interpret, and report special education program data and quality indicators regarding current program operations and effectiveness. The LEAs review and approve the California Longitudinal Assessment and Pupil Data System (CALPADS) submission as required by the California Department of Education.

## 8. Coordination of interagency agreements:

Role of the RLA/AU:	Role of the Administrator of the SELPA:	Role of the individual LEAs:
The Administrative Unit provides business services to the SELPA to support the coordination and execution of interagency agreements.	The SELPA Executive Director, or designee, will facilitate the development, revision, or review of interagency agreements. The SELPA Executive Director will ensure that interagency agreements are in place as required by California Education Code.	The LEAs, through their designated representatives to the SELPA Governance Council of Superintendents, approve and implement interagency agreements, as appropriate.

## 9. Coordination of services to medical facilities:

Role of the RLA/AU:	Role of the Administrator of the SELPA:	Role of the individual LEAs:
The Administrative Unit provides assistance to the SELPA, as requested, in the coordination of services to students with disabilities in medical facilities.	The SELPA Executive Director facilitates the coordination and ensures the provision of services to medical facilities within the SELPA.	Individuals with exceptional needs who are placed in a public hospital, state licensed children's hospital, psychiatric hospital, proprietary hospital, or a health facility for medical purposes are the educational responsibility of the local educational agency in which the hospital or facility is located.

## 10. Coordination of services to licensed children's institutions and foster family homes:

Role of the RLA/AU:	Role of the Administrator of the SELPA:	Role of the individual LEAs:
The Administrative Unit provides assistance to the SELPA, as requested, in the coordination of services to licensed children's institutions and foster family homes.	The SELPA Executive Director facilitates the coordination and ensures the provision of services to students with disabilities placed in licensed children's institutions and foster family homes within the SELPA.	<p>Special education services for students with disabilities residing in foster family homes or licensed children's institutions are generally the responsibility of the district in which the foster family home or the licensed children's institution is located, unless based on education code there is another district of special education accountability which would be responsible.</p> <p>When multiple agencies and LEAs are involved, the SELPA member LEA works cooperatively with other agencies and LEAs involved in serving students in licensed children's institutions and foster family homes.</p>

**11. Preparation and transmission of required special education local plan area reports:**

Role of the RLA/AU:	Role of the Administrator of the SELPA:	Role of the individual LEAs:
<p>The Administrative Unit employs SELPA staff who prepares and submits required reports to state and federal agencies.</p> <p>The RLA/AU reviews, sign and submit, as appropriate, any required special education local plan area reports.</p>	<p>The SELPA Executive Director oversees the timely submission of required reports to state and federal education agencies. The SELPA provides technical assistance to LEAs in completing required reports.</p>	<p>Individual LEAs submit required information and data for the SELPA to submit timely reports.</p>

**12. Fiscal and logistical support of the CAC:**

Role of the RLA/AU:	Role of the Administrator of the SELPA:	Role of the individual LEAs:
<p>The Administrative Unit employs SELPA staff who can provide fiscal and logistical support to the CAC.</p>	<p>The SELPA Executive Director will allocate fiscal and logistical support to CAC activities specified in Education Code 56194 and approved by SELPA Governance Council of Superintendents.</p> <p>The SELPA Executive Director oversees and approves CAC activities involving the use of funds specified in the Budget Allocation Plan.</p> <p>The SELPA Executive Director oversees contents and information on the SELPA CAC webpage.</p>	<p>The LEA superintendents through the Governance Council will ensure the SELPA has sufficient resources to provide fiscal and logistical support for the CAC.</p> <p>LEA Directors will provide resources to the SELPA for CAC activities. Consistent with locally determined procedures, LEA Directors will assist with communication and information dissemination from SELPA CAC.</p>

**13. Coordination of transportation services for individuals with exceptional needs:**

Role of the RLA/AU:	Role of the Administrator of the SELPA:	Role of the individual LEAs:
<p>Not applicable</p>	<p>The SELPA Executive Director provides technical assistance to LEAs, as requested. The SELPA Executive Director maintains a list of transportation agencies and provides information to LEAs, upon request.</p>	<p>Each member LEA is responsible for providing transportation for their students with disabilities as determined by their IEP teams.</p> <p>LEAs share transportation information with SELPA to maintain current list of transportation agencies.</p>

**14. Coordination of career and vocational education and transition services:**

Role of the RLA/AU:	Role of the Administrator of the SELPA:	Role of the individual LEAs:
Not applicable	<p>The SELPA Executive Director will provide technical assistance, as needed, and allocates SELPA resources for staff development as approved by the Governance Council of Superintendents.</p> <p>The SELPA Executive Director, or designee, will facilitate the development, revision, or review of interagency agreements.</p>	<p>LEAs will provide appropriate career and vocational education and transition services as required under state and federal law.</p> <p>LEAs can enter into agreements with other agencies for the provision of career and vocational education and transition services.</p>

**15. Assurance of full educational opportunity:**

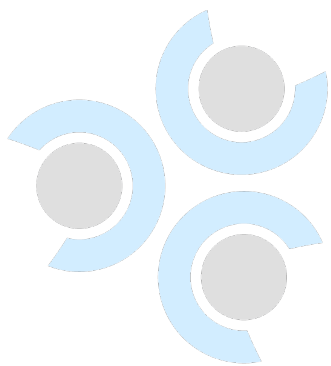
Role of the RLA/AU:	Role of the Administrator of the SELPA:	Role of the individual LEAs:
The Administrative Unit shares responsibility with the SELPA for assuring that students with disabilities have access to full educational opportunity and assuring placement in the least restrictive environment.	<p>The SELPA Executive Director, through approval of the Annual Services Plan, ensures that a full continuum of services and program options are available within the SELPA.</p> <p>The SELPA Executive Director shares responsibility with LEAs for assuring that students with disabilities have access to educational programs, non-academic programs, and services.</p>	Each LEA, through their representative to the SELPA Governance Council of Superintendents will determine the regional programs needed to meet the needs of the students with disabilities within the SELPA. Additionally, each LEA is responsible for providing a full continuum of services and placement options.

**16. Fiscal administration and the allocation of state and federal funds pursuant to EC Section 56836.01:**

Role of the RLA/AU:	Role of the Administrator of the SELPA:	Role of the individual LEAs:
The Administrative Unit employs SELPA staff who assist in the allocation and distribution of state and federal funds to SELPA Local Education Agency members.	The SELPA Executive Director facilitates the Annual Budget Plan process and the distribution of funds in accordance with the Budget Allocation Plan approved by the Governance Council.	Each LEA through their representative to the SELPA Governance Council of Superintendents, determines and approves the allocation of funds to the member LEAs and the Annual Budget Plan. The LEAs will also submit required fiscal reports as required by state and federal laws.

**17. Direct instructional program support that may be provided by Program Specialists in accordance with EC Section 56368.**

Role of the RLA/AU:	Role of the Administrator of the SELPA:	Role of the individual LEAs:
Not applicable	The SELPA Executive Director provides technical assistance and supports the Program Specialists in fulfilling EC 56368.	Each LEA employing a Program Specialist provides evaluation, supervision, and support to fulfill EC 56368.



**SELPA**

Santa Clara County  Office of Education