



Policy: Educational Planning for Children in Statewide Inpatient Psychiatric Program (SIPP) Facilities

ChildNet Number: CN 003.055

Original Approved Date: September 12, 2006

Policy Revised Date(s): May 9, 2007, May 14, 2014

Policy Sunset Date:

COA Standard(s): FKC 9.05

Statement of Policy:

To establish consistent guidelines for ensuring continuity of educational services while in a Statewide Inpatient Psychiatric Program (SIPP) placement and upon discharge from the facility.

Board Chair's Signature:

Date:



Procedure: Educational Planning for Children in Statewide Inpatient Psychiatric Program (SIPP) Facilities

ChildNet Number: CN 003.055

Original Approved Date: September 12, 2006

Procedure Revised Date(s): May 9, 2007, May 14, 2014, April 25, 2018

Procedure Sunset Date:

COA Standard(s): FKC 9.05

Definitions (If any):

Exceptional Student Education (ESE) - The name in Florida given to educational programs and services for students with special learning needs including those who are gifted. It is sometimes call “special education” when referring to students with disabilities.

Exceptional Student Education (ESE) Center – Separate Day School with an emphasis on Emotional/Behavioral Disabilities which provides a therapeutic environment for students that require a program for the full school week, with a combination of extensive support services that are not available in a less restrictive setting.

Individual Education Plan (IEP)- A written plan that describes the special, individual learning needs of a student with disabilities and the exceptional student education programs and services which will be given to that student.

Interim Review - A meeting to review the IEP before the Annual Review. It may occur at any time within the IEP year and may be requested by the school and/or the parent.

Reevaluation - The process whereby information about a student is gathered and reviewed to determine if additional evaluation is needed for continuation in a special program. The reevaluation process is repeated every three years, or more frequently if conditions warrant or if required by specific program rules.

Statewide Inpatient Psychiatric Program (SIPP) Facility: A 24-hour residential program which provides mental health services to minors who suffer from an emotional disturbance or severe mental illness. These, typically privately operated programs, offer a variety of treatment modalities in a more restrictive setting.

Surrogate Parent: Individual appointed to act in place of the parent in safeguarding a child’s rights in the special education decision-making process, when the child’s parent, after diligent inquiry, remains unknown, or the child is a ward of the state or court, or the whereabouts of a parent cannot be discovered, and when the child is an exceptional student or is suspected of being an exceptional student.



Statement of Procedure:

Upon admission of a dependent child to a Statewide Inpatient Psychiatric Program (SIPP) facility, the Child Advocate/DCM shall ensure that the facility receives all educational records to ensure continuity of educational services. If a child is classified as ESE, the Child Advocate will ensure that the most recent IEP is provided to the educational staff at the facility for immediate implementation.

A. Review of educational records upon admission of a child to a SIPP facility

Upon notification of placement, ChildNet's Assistant Director of Service Coordination or Senior Behavioral Health Services Specialist (SBHSS) will contact the assigned Child Advocate/DCM to ensure that educational records are transferred to the SIPP facility. In addition, the following information will be collected:

Previous School Placement and Services (ESE eligibility, etc.) If the child is receiving Special Education services, the Child Advocate/DCM will forward a copy of the current IEP to the Assistant Director of Service Coordination or Senior Behavioral Health Services Specialist (SBHSS).

1. Concerns about academic progress- i.e. Poor grades, low test scores, behavioral concerns at school, etc.
2. Status of any evaluations currently being conducted by the school system.

Based on the above information, ChildNet's Assistant Director of Service Coordination or Senior Behavioral Health Services Specialist (SBHSS) will provide any necessary guidance regarding immediate follow up needed with the SIPP facility. Assistance will also be provided to the Child Advocate/DCM if there are any barriers related to the continuation of required educational services at the SIPP facility.

B. Advocacy for parental participation

If parental rights are not terminated, the Child Advocate/DCM shall attempt to include the biological parent(s) in every step of the educational process and facilitate obtaining parent consent for any evaluations and/or ESE services.

Advocacy efforts shall include:

1. Case planning that reflects the biological parent's responsibility to take actions that will enhance the child's educational progress.
2. Request for a Surrogate Parent for eligible children, if parental rights have been terminated or the parent's whereabouts are unknown.

C. Participation in monthly treatment team meetings

The Child Advocate/DCM and the Director of Service Coordination or designee shall participate in monthly treatment team meetings either in person or by phone.



Participation will include monitoring the status of educational progress. If the Child Advocate/DCM is not available, input should be provided prior to the meeting and follow up should occur following the meeting.

If there are concerns about the child's educational progress, the Child Advocate/DCM will determine if one of the following actions are needed:

1. Interim Review - Reevaluation to be requested if deemed necessary.
2. Child Study Team meeting– evaluation to be requested if deemed necessary.

D. Educational Planning for Step-Down from the SIPP facility

Educational planning for step-down from the SIPP facility shall commence upon admission.

As final preparation for step-down, ChildNet's Director of Service Coordination or designee shall:

1. Provide ChildNet's ESS (in Broward County) with the student's name and tentative discharge date at least 60 days prior to the date.

As final preparation for step-down, the Child Advocate/DCM shall:

1. Provide feedback to the SIPP facility regarding the tentative discharge date and insist that the School Calendar is taken into consideration as part of identifying a discharge date. For example considerations that may be discussed are: no discharge in the middle of a semester, during testing for ESE, or during assessment time frames, etc.
2. Gather all educational records from the SIPP facility to assist with school entry in the receiving district.
3. If the child is classified as ESE, provide ChildNet's ESS with the most current IEP (in Broward County).
4. Discuss with ChildNet's ESS (in Broward County) what type of educational placement is expected upon step-down.
5. Follow all recommendations provided that will facilitate step-down to the most appropriate educational placement.

As final preparation for step-down, (in Broward County) ChildNet's ESS shall:

1. Review information and documentation provided by the Child Advocate.
2. If the child is classified as ESE, assist with ensuring that the current IEP is commensurate with allowing for the expected educational placement upon discharge.



3. Encourage collaboration between the SIPP Placement, ChildNet, School Districts from both the sending and receiving counties, and any additional parties acting on behalf of the child's educational best interest to ensure that educational needs are met.

E. SEDNET Referral Process

If it is determined that a child may be in need of an ESE Center placement, and the above procedures have not been sufficient in providing an IEP that reflects this need, the SEDNET referral process will be initiated with the SEDNET Department at the receiving School District. This process will take an expedited look at any additional academic support that may benefit the student.

The Child Advocate/DCM shall:

1. Request that the SIPP Facility send a SEDNET referral form to the SEDNET Case Manager at the local School District. If the referral is warranted, it will be completed and should be accompanied by a current psychiatric (within the last 6 months), and a Psychological/Psychoeducational assessment (within the last year). If the receiving school district is Broward or Palm Beach County, the school district will evaluate the child if the required psychological is not available.
 2. Notify ChildNet's ESS that the referral has been requested, and discuss the SIPP Facility's response to the request. (in Broward County)
- F. Final transition from the SIPP Facility

The Child Advocate/DCM shall ensure that the child is enrolled in a school setting that provides the services necessary to meet the child's needs.

Enrollment procedures shall include:

- A proactive approach to ensure immediate enrollment.
- Facilitation of transfer of school records, including ESE records if applicable.
- Close monitoring to ensure that educational services are delivered and to assist with identification of any additional needs.

President's Signature: _____

Date: 05-04-18