

There are at least two reasons for creating a Service Plan:

- A student does not meet the criteria for an eligibility, but requires ongoing support to be successful in his/her education; or
- A student meets the criteria for an eligibility, but has additional needs that can only be met through additional support services.

In either instance a Service Plan can be created for the student enabling an historical record of services to be provided and enabling Service Reports to be created documenting how the student is progressing with the service provided. Although the Plan will appear the same in either instance, where no IEP exists there will be no ability to attach the Service Plan to goals. If the Service Plan is an integral part of the IEP, then there is an additional opportunity for reporting on progress – i.e. against one or more goals of the IEP.

### Basic Info tab

BC - Services Plan Details

HSS Houston Secondary Homeroom No Homeroom Grade 09 **Alert**

Pupil Number 220112 Usual Last Name Adam Suffix Preferred First Name Saleema Middle Name Harpreet Age 14-08 Gender F Birth Date 15-AUG-1993

Ministry Designation Case Manager

Basic Info Services

Plan # 2 Intended Career/Development Program View Course Plan

Plan Type Service Plan

Plan Date 13-MAY-2008 + Case Manager ?

Plan Review Date 13-MAY-2009 +

Initial Plan Date

Assistive Technology Provided

Status OPEN

Finalized By Date Finalized Historical Info Finalize Spell

The Service Plan, as with all other functions of Student Services Full, is integrated with regular BCeSIS. On the Basic Info tab, the Plan# tells the user how many plans the student has historically had, including the current one being created. In the above example, the student has one plan and a second is being created. The **Plan Date** and **Plan Review Date** default to the current date and may be adjusted appropriately using the + button for the pop-up calendar.

Choosing the **View Course Plan** button will take the user to regular BCeSIS to View the student's Individual Course Plan, if that function is being used by the school.

Many students with no eligibility, but requiring Service, will have a Case Manager assigned to them. If the student has a Case Manager who has not been assigned through the Review process, that assignment may be done in this screen by using the ? next to the **Case Manager** field to select the person who will act as the student's Case Manager.

If the Service Plan is being created through the IEP function or the student has been assigned a Case Manager during the Review process, this field will auto populate with the student's Case Manager.

If the box next to **Assistive Technology Provided** is checked (circled above), then an additional tab appears to allow the entering of information relative to the use of Assistive Technology.

## Services tab

Notice the scroll bar under the right hand fields. This moves across to provide access to the following additional fields in this section: **Start Date**, **Anticipated Duration (Months)**, **Agency/Service Provider** (with the possibility of providing **On-line access** to a Service Provider with a BCeSIS user account as illustrated below) and **Service Description**.

If this is not a new plan, but one being viewed during a review of the student's performance, there may already be Service Reports on file and these can be viewed using the **View Service Reports** button on this screen (circled above).

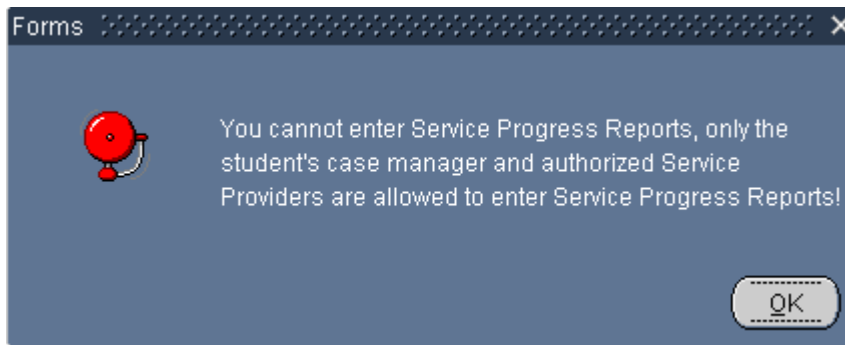
Once the information for the Service Plan has been completed, the Plan should be **Finalized**, so that the record of the plan can be maintained as historical information.

## Service Progress Reports

The Service Plan Progress report can be entered directly into BCeSIS either by the person responsible for delivering the service, if that person has a BCeSIS user id and On-line access is ticked, or by the Case Manager.

Report Number	Report Date	Service Provider	Report Type	Progress Summary

Click **Add** to enter the progress report. If you are not the Case Manager or the authorized Service Provider for the Services Plan, the following message will display:



## Service Plan within an IEP

Many students with an IEP for Ministry designation may have additional needs. Some of these needs will include the requirement for **Services** such as hearing support, visual support, physiotherapy, occupational therapy, etc. As you will have learned in the materials for **Service Plans**, these services can be captured, tracked, reported on, and stored in history. It is also possible to capture this information within an IEP.

The screenshot displays the 'BC - IEP Details' window. At the top, it shows school information: LKE (Lake Kathlyn Elementary School), Homeroom (D4-Katia, Rodriguez 60050), and Grade (07). A yellow 'Alert' icon is present. Below this is a form for student details: Pupil Number (220421), Usual Last Name (Alkema), Suffix, Preferred First Name (Rand), Middle Name (Dylen), Age (11-10), Gender (M), and Birth Date (28-JUN-1996). The Ministry Designation is 'Learning Disability' and the Case Manager is 'Katia, Rodriguez 60050'. A navigation bar includes tabs for Basic Info, Parents/Guardian, Participants, Strengths..., Parent..., Annual..., Goal Pr..., Adaptat..., and Services. The 'Services' tab is active, showing a table with columns: Service, Refused By, Position Responsible, Location, and Frequency. One service is listed: 'Learning Assistance' with a frequency of 'Daily' and location 'Resource Room'. Below the table are 'Add' and 'Del' buttons. A section titled 'Goals related to the service selected above:' contains a table with columns: Goal #, Position Responsible, and Skills/Behavior Goal Description. One goal is listed: 'P1' with position 'Teacher' and description 'Rand will - create a goal statement for the goal area. Each goal area'. A 'Select' button is at the bottom right. The footer contains fields for 'Finalized By' and 'Date Finalized', along with buttons for 'Historical Info', 'Finalize', 'Spell', and icons for printing and navigation.

The inclusion of a Service Plan in the IEP provides all the functionality of the regular Service Plan, with the additional benefit of attaching goals of the IEP to the service being provided.