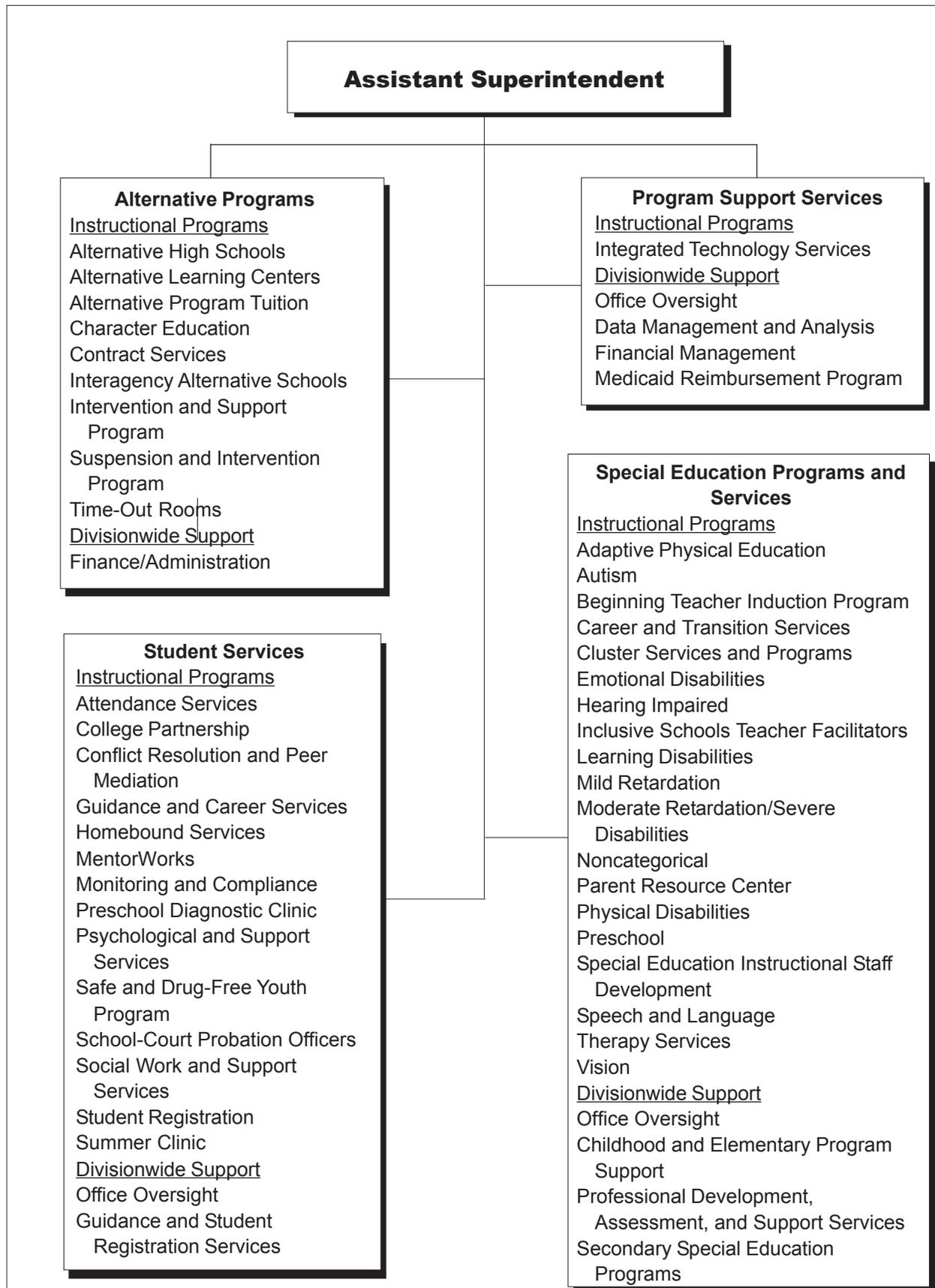


# Department of Special Services

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# Department of Special Services



# Department of Special Services

## Department Mission

The mission of the Department of Special Services is to provide a planned program of instructional, psychological, social, and related services to help schools meet the unique needs of identified students and their families. The Department provides a network of support to staff, students, and families which eliminates obstacles, facilitates instruction, and enables students to succeed as individuals within the learning environment. Through instructional leadership, curriculum development, program evaluation, staff development, and support for alternative, special education, and student services programs the Department ensures that all program areas in schools are fully supported and able to comply with their fiscal, legal, and personnel requirements.

## Department Summary

The following table is a summary of all programs funded by this department and also includes funds located at the schools that are required to support the program.. The instructional programs if applicable are described in Section 1. The support programs are described in the subsequent pages.

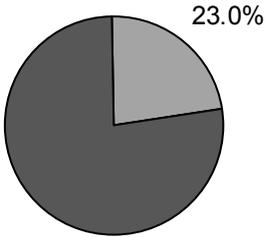
	FY 2004			
	Amount		Positions	
	School-Based	Nonschool-Based	School-Based	Nonschool-Based
<b>Instructional Programs:</b>				
<b>Special Education Programs</b>				
Adaptive Physical Education	\$3,158,033	\$0	49.0	0.0
Autism	12,148,935	140,956	278.0	1.5
Career and Transition Services	14,053,433	148,701	210.0	1.5
Emotional Disabilities	43,358,545	138,183	750.5	2.0
Hearing Impaired	8,595,863	132,756	147.0	1.5
Inclusive Schools Teacher Facilitators	1,929,159	0	19.5	0.0
Learning Disabilities	93,476,977	173,835	1,602.5	2.0
Mild Retardation	8,413,731	84,303	187.0	1.0
Moderate Retardation/Severe Disabilities	10,466,129	56,878	255.0	0.5
Noncategorical	10,099,405	134,772	239.0	1.5
Physical Disabilities	5,744,920	146,624	117.0	1.5
Preschool	19,990,841	206,261	366.3	3.5
Extended School Year & Summer School	2,721,019	1,014,600	0.0	2.5
Speech and Language	18,534,551	466,826	217.5	4.5
Therapy Services	7,805,154	302,977	111.0	4.0
Vision	2,167,590	60,361	29.5	1.0
<b>Alternative Education Programs</b>				
Alternative High Schools	\$13,899,746	\$0	183.1	0.0
Alternative Learning Centers	1,678,684	0	27.0	0.0
Interagency Alternative Schools	4,672,899	184,333	67.0	2.0
Intervention and Support Program	3,237,930	125,465	58.0	1.0
<b>Combined Education Programs</b>				
Character Education	\$0	\$125,465	0.0	1.0
Homebound Services	\$1,334,084	\$0	7.0	0.0
Time Out Rooms	\$567,508	\$0	20.0	0.0

# Department of Special Services

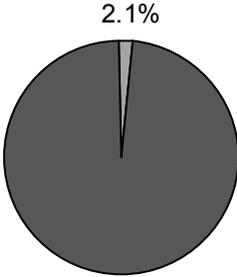
	FY 2004			
	Amount		Positions	
	School-Based	Nonschool-Based	School-Based	Nonschool-Based
<b>Instructional Support Programs</b>				
Alternative Program Tuition	\$483,379	\$0	0.0	0.0
Attendance Services	1,141,272	38,708	15.0	1.0
Beginning Teacher Induction Program	0	15,632	0.0	0.0
Cluster Services and Programs	2,579,590	704,139	24.0	7.5
College Partnership	0	735,083	0.0	5.0
Conflict Resolution and Peer Mediation	0	110,180	0.0	1.0
Contract Services	1,827,800	739,821	0.0	7.0
Guidance and Career Services	46,378,198	789,956	598.5	5.0
Integrated Technology Services	2,035,480	465,232	27.0	5.0
Mentorworks	0	0	0.0	0.0
Monitoring and Compliance	0	1,251,703	0.0	11.0
Parent Resource Center	20,427	164,293	0.5	2.0
Preschool Diagnostic Clinic	2,128,517	0	24.0	0.0
Psychological and Support Services	8,020,824	809,385	95.0	8.5
Safe and Drug-Free Youth	0	386,493	0.0	2.0
School-Court Probation Officers	43,691	0	0.0	0.0
Social Work and Support Services	7,178,079	905,576	84.0	11.0
Special Ed. Instructional Staff Development	147,125	192,547	0.0	0.5
Student Registration	0	2,095,620	0.0	14.0
Summer Clinic	0	269,760	0.0	0.0
<b>Total Instructional Programs</b>	<b>\$360,039,518</b>	<b>\$13,317,424</b>	<b>5,808.9</b>	<b>113.0</b>
<b>Support Programs:</b>				
Office of the Assistant Superintendent	\$0	\$420,436	0.0	4.0
Office of Alternative Programs	0	210,057	0.0	2.0
<b>Office of Program Support Services</b>				
Office Oversight	0	253,017	0.0	2.0
Data Management and Analysis	0	749,473	0.0	7.5
Financial Management	0	589,147	0.0	7.0
Medicaid Reimbursement Program	0	0	0.0	0.0
<b>Office of Special Education Programs &amp; Services</b>				
Office Oversight	0	435,901	0.0	3.0
Early Childhood and Elementary Programs	0	382,429	0.0	3.5
Professional Development	32,181	637,862	0.0	6.0
Secondary Programs	0	352,408	0.0	3.5
<b>Office of Student Services</b>				
Office Oversight	0	587,746	0.0	3.0
Guidance and Student Registration Services	0	213,588	0.0	2.0
<b>Total Support Programs</b>	<b>\$32,181</b>	<b>\$4,832,064</b>	<b>0.0</b>	<b>43.5</b>
<b>TOTAL DEPARTMENT</b>	<b>\$360,071,699</b>	<b>\$18,149,488</b>	<b>5,808.9</b>	<b>156.5</b>

# Department of Special Services

**Total Department Percentage of  
Total Operating Budget**



**Special Services Support Programs  
Percentage of all Support Programs**



# Department of Special Services

## Office of the Assistant Superintendent

	FY 2003 Approved		FY 2004 Proposed		Program Percentage of Total Department
	School-based	Nonschool-based	School-based	Nonschool-based	
FT Salaries	\$0	\$269,611	\$0	\$326,710	<p>A pie chart titled "Program Percentage of Total Department" showing a single slice representing 0.1% of the total. The rest of the chart is a solid dark gray circle.</p>
PT Salaries and OT	0	0	0	0	
Employee Benefits	0	67,546	0	81,851	
Operating Expense	0	7,875	0	11,875	
<b>Total Cost</b>	<b>\$0</b>	<b>\$345,032</b>	<b>\$0</b>	<b>\$420,436</b>	
<b>Positions</b>	<b>-</b>	<b>3.0</b>	<b>-</b>	<b>4.0</b>	
<b>Office Total</b>		<b>\$345,032</b>		<b>\$420,436</b>	
<b>Offsetting Revenue</b>		<b>\$0</b>		<b>\$0</b>	
<b>Net Cost</b>		<b>\$345,032</b>		<b>\$420,436</b>	
<b>Total Positions</b>		<b>3.0</b>		<b>4.0</b>	
Assistant Superintendent	Alice Farling				
Phone Number	703-352-2247				

### Description

The mission of the Department of Special Services (DSS) is to provide a planned program of instructional, psychological, social, and related services to help schools meet the unique needs of identified students and their families. The Department provides a network of support to staff, students, and families that eliminates obstacles, facilitates instruction, and enables students to succeed as individuals within the learning environment. Through instructional leadership, curriculum development, program evaluation, staff development, and support for alternative, special education, and student services programs the Department ensures that all program areas in schools are fully supported and able to comply with their fiscal, legal, and personnel requirements.

The Assistant Superintendent of the Department:

- supports and advises the Superintendent on department-related matters
- provides leadership and direction to the Department of Special Services
- serves as a liaison to the School Board on matters involving offices with the Department of Special Services and represents the school division on matters at the local community, state, regional, and national levels

### Goals

- To strengthen the academic program for students with disabilities in collaboration with Instructional Services (IS), with emphasis on student achievement and accountability for meeting the Virginia Standards of Learning (SOL) requirements
- To improve the academic program for students with chronically disruptive behaviors in collaboration with IS, with emphasis on student achievement and accountability for meeting the SOL requirements

# Department of Special Services

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- To provide training to school-based staff in building inclusive environments for students with disabilities
- To provide students with the research-based knowledge and life skills necessary to deter violent behavior and resolve conflict peacefully

## **Explanation of Costs**

Funding for this program includes \$0.4 million for salaries and benefits for 4.0 positions. An office assistant position and office supply funds were transferred to this office as part of the department reorganization.

# Department of Special Services

## Office of Alternative School Programs

	FY 2003 Approved		FY 2004 Proposed		Program Percentage of Total Department
	School-based	Nonschool-based	School-based	Nonschool-based	
FT Salaries	\$0	\$134,256	\$0	\$140,757	<p>0.1%</p>
PT Salaries and OT	0	31,518	0	4,608	
Employee Benefits	0	36,046	0	35,616	
Operating Expense	0	29,075	0	29,075	
<b>Total Cost</b>	<b>\$0</b>	<b>\$230,895</b>	<b>\$0</b>	<b>\$210,057</b>	
<b>Positions</b>	<b>-</b>	<b>2.0</b>	<b>-</b>	<b>2.0</b>	
<b>Office Total</b>		<b>\$230,895</b>		<b>\$210,057</b>	
<b>Offsetting Revenue</b>		<b>\$0</b>		<b>\$0</b>	
<b>Net Cost</b>		<b>\$230,895</b>		<b>\$210,057</b>	
<b>Total Positions</b>		<b>2.0</b>		<b>2.0</b>	
Mandate	None				
Director	Teresa Zutter				
Phone Number	703-246-251				

### Description

The Office of Alternative School Programs provides instructional leadership, curriculum development and support for programs located at sites administered and funded by other agencies and adult/alternative high schools. The office also provides private special education services to Fairfax County Public Schools (FCPS) students whose special needs cannot be met within an existing FCPS program. The Office of Alternative School Programs provides support to students requiring alternative placements through developing alternative education curricula and providing counseling and guidance to students who have had problems in the following areas:

Truancy	Substance abuse
Serious delinquency	Criminal behavior
Poor performance	Emotional disruption
Family dysfunction	Abuse and neglect
School refusal	Conditional expulsion

The office collaborates with the Juvenile and Domestic Relations Court, Alcohol and Drug Services, the Fairfax-Falls Church Community Services Board and the Department of Family Services. It provides support to adult and alternative high schools at Bryant, Mountain View, and Pimmit Hills in the utilization of a variety of methods to help students be academically successful and graduate from high school.

# Department of Special Services

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The Office of Alternative School Programs also administers the placement of students with disabilities in private schools when no appropriate program is available within FCPS. It provides oversight to ensure FCPS complies with the requirements of the Virginia Comprehensive Services Act; and monitors student progress towards Individual Education Plan (IEP) goals.

Programs directly supported by the Office of Alternative School Programs are listed on the department organizational chart at the beginning of this section. Details on individual programs may be found in the Instructional Programs and Support sections.

## **Goals**

- To provide instructional leadership, curriculum development and support to students and staff in alternative educational placements, interagency programs, and the alternative high schools
- To improve the academic program, in collaboration with Instructional Services (IS), for students with chronically disruptive behaviors with emphasis on student achievement and accountability for meeting the Virginia Standards of Learning (SOL) requirements
- To expand the scope and improve the quality of mentoring and tutoring programs at alternative school sites to ensure that each student is connected with a caring, responsible adult

## **Explanation of Costs**

Funding for this program includes \$0.2 million for salaries and benefits for the director and administrative assistant. The increase in salaries is due to employee compensation adjustments. Part-time hourly funding is \$4,608 which represents approximately a 0.2 full-time equivalent position. The remaining funding is for instructional supplies, textbooks for program support and staff development, and consultant fees for instructional staff development. The decrease in hourly funds represents a transfer of hourly office assistant funds to the Interagency Alternative Schools Program to better meet program needs.

# Department of Special Services

## Office of Program Support Services Summary

	FY 2003 Approved		FY 2004 Proposed	
	School-based	Nonschool-based	School-based	Nonschool-based
FT Salaries	\$0	\$996,565	\$0	\$858,372
PT Salaries and Overtime	0	160,440	0	163,649
Employee Benefits	0	261,943	0	227,567
Operating Expenses	0	468,818	0	342,049
<b>Total Cost</b>	<b>\$0</b>	<b>\$1,887,766</b>	<b>\$0</b>	<b>\$1,591,637</b>
<b>Positions</b>	<b>-</b>	<b>18.5</b>	<b>-</b>	<b>16.5</b>
<b>Office Total</b>		<b>\$1,887,766</b>		<b>\$1,591,637</b>
<b>Offsetting Revenue</b>		<b>\$431,537</b>		<b>\$447,699</b>
<b>Net Cost</b>		<b>\$1,456,229</b>		<b>\$1,143,938</b>
<b>Total Positions</b>		<b>18.5</b>		<b>16.5</b>

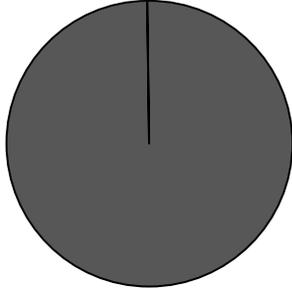
### Support Programs within the Office of Program Support Services:

- Office Oversight
- Data Management and Analysis
- Financial Management
- Medicaid Reimbursement Program\*

\* Costs are not included in office total. Program is totally supported through grants.

# Department of Special Services

## Office Oversight

Office of Program Support Services					Program Percentage of Total Department
	FY 2003 Approved		FY 2004 Proposed		
	School- based	Nonschool- based	School- based	Nonschool- based	
<b>Total Cost</b>	\$0	\$611,275	\$0	\$253,017	 <p>0.1%</p>
<b>Positions</b>	-	4.0	-	2.0	
<b>Program Total</b>		\$611,275		\$253,017	
<b>Offsetting Revenue</b>		\$0		\$0	
<b>Net Cost</b>		\$611,275		\$253,017	
<b>Total Positions</b>		4.0		2.0	
<b>Mandate</b>	None				
<b>Contact</b>	Margaret Byess				
<b>Phone Number</b>	703-277-6670				

### Description

To ensure that the Department of Special Services offices and programs, as well as special education centers and students, are adequately supported in terms of fiscal, legal, assistive technology, and staffing requirements. The office is composed of three sections: Data Management, Financial Management, and Integrated Technology Services. The office ensures compliance with IDEA in the areas of assistive technology services for identified students. The Office of Program Support Services provides support through:

- Interpretation of special education policies and directives
- Budget development, establishment and monitoring of financial procedures, financial processing, and grants administration
- Management of the Medicaid Reimbursement program
- Program analysis and report preparation to support department and division leadership and to meet FCPS, state, and federal reporting requirements
- Maintenance and monitoring of an integrated database for student records, referrals, and special education placements
- Preparation of membership, service, and staffing projections for special education and alternative school programs
- Oversight of funding for case history evaluations and school materials reserves to support special education programs.
- Technology assessment, support, and training for students with disabilities and their teachers
- Programs directly supported by the Office of Program Support Services are listed on the department organizational chart at the beginning of this section. Details on individual programs may be found in the Instructional Programs and Support sections.

# Department of Special Services

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## **Goals**

- To support the department program monitoring, evaluation, and improvement efforts through the provision of timely and accurate statistical reports
- To support department staff in budgeting, financial management, and grants administration to ensure the most effective use of FCPS funds
- To support FCPS special education and alternative school programs through accurate and detailed staffing, membership, and service projections
- To facilitate the provision of integrated technology devices to special education students.

## **Explanation of Costs**

Funding for this program includes \$0.1 million for salaries and benefits for 2.0 positions. Remaining funding is for staff training, materials, and supplies, and department printing requirements. A director position and the department reserve account were eliminated as part of the FY 2004 divisionwide budget reductions. An office assistant position, hourly funds, and supply funds were transferred to other programs.

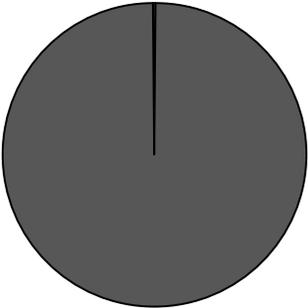
# Department of Special Services

## Data Management and Analysis Program

Office of Program Support Services				
	FY 2003 Approved		FY 2004 Proposed	
	School-based	Nonschool-based	School-based	Nonschool-based
<b>Total Cost</b>	\$0	\$822,308	\$0	\$749,473
<b>Positions</b>	-	8.5	-	7.5
<b>Program Total</b>		\$822,308		\$749,473
<b>Offsetting Revenue</b>		\$300,861		\$310,881
<b>Net Cost</b>		\$521,447		\$438,592
<b>Total Positions</b>		8.5		7.5
Mandate	See Below			
Program Contact	Jim Bochert			
Phone Number	703-277-6677			

**Program Percentage of Total Department**

0.2%



### Description

The Data Management Section supports the Department of Special Services in program analysis and report preparation for FCPS, state, and federal reporting requirements and in maintaining and monitoring an integrated database for special education student records, referrals, and placements.

Data Management Section staff:

- Support department leadership by providing data for use in program evaluation and development
- Operate and maintain the special education database, including entering IEP data, preparing periodic reports, and coordinating data requirements with Department of Information Technology (DIT) and the SASI database
- Develop and implement the special education volume in the Education Decision Support Library (EDSL) data warehouse project
- Collect data and maintain databases on the wide-range of department activities, including but not limited to: psychological and social work services, FCPS post-graduate employment and education trends for special education students, and college choices for FCPS graduates
- Work with the DIT on all aspects of database technology
- Coordinate department efforts to ensure its technology needs are accurately assessed, supported, and reported
- Support the department in project management activities

### Goals

- Provide timely and accurate statistical reports to support department leadership decision-making processes
- Ensure compliance with federal and state reporting mandates for provision of special education services

# Department of Special Services

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- Ensure that department technology needs are met, within the constraints of staffing and budgetary limitations

## **State and Federal Mandates**

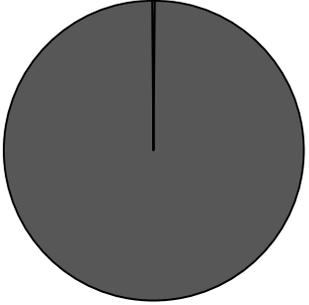
Reporting on provision of special education services are mandated by the federal and state governments through the provisions of federal and state laws—the Individuals with Disabilities Education Act (IDEA) (20 USC § 1400 et seq.) final regulations (34 CFR Part 300) effective May 11, 1999, and Regulations Governing Special Education Programs for Children with Disabilities in Virginia (8 VAC 20-80-10 through 8 VAC 20-80-190) effective January 1, 2001.

## **Explanation of Costs**

Funding for this program includes \$0.5 million for salaries and benefits for 7.5 positions. Of these 7.5 positions, 2.0 are grant funded. One full-time office assistant position was transferred to the Financial Management program as part of the department reorganization. Part-time hourly funding is \$92,075, which represents approximately 4.1 full-time equivalent positions. Hourly funds are used to assist data entry technicians during peak workload periods. The remaining funding is for supplies and materials. Offsetting revenue for this program is derived from federal Individual with Disabilities Education Act (IDEA) funds.

# Department of Special Services

## Financial Management Program

<b>Office of Program Support Services</b>					
	<b>FY 2003 Approved</b>		<b>FY 2004 Proposed</b>		<b>Program Percentage of Total Department</b>
	<b>School-based</b>	<b>Nonschool-based</b>	<b>School-based</b>	<b>Nonschool-based</b>	
<b>Total Cost</b>	<b>\$0</b>	<b>\$454,183</b>	<b>\$0</b>	<b>\$589,147</b>	 <p>0.2%</p>
<b>Positions</b>	<b>-</b>	<b>6.0</b>	<b>-</b>	<b>7.0</b>	
<b>Program Total</b>		<b>\$454,183</b>		<b>\$589,147</b>	
<b>Offsetting Revenue</b>		<b>\$130,676</b>		<b>\$136,818</b>	
<b>Net Cost</b>		<b>\$323,507</b>		<b>\$452,329</b>	
<b>Other Grant supported</b>					
<b>Total Positions</b>		<b>6.0</b>		<b>7.0</b>	
<b>Mandate</b>	See Below				
<b>Program Contact</b>	Margaret Byess				
<b>Phone Number</b>	703-277-6660				

### Description

The Financial Management Section of the Department of Special Services has overall responsibility within the department for budget development, establishment and monitoring of financial procedures, financial processing, grants administration and the Medicaid Reimbursement program. The section has three teams: financial processing and support, grants management, and Medicaid reimbursement. The Financial Management Section currently manages over \$120 million in funds for department programs and grants, including Special Education Summer School, 28 grants, and over 55 programs.

Financial management section staff:

- Advise the assistant superintendent on budget, financial, staffing, and management issues
- Assist department leadership with financial management issues through preparation of financial and budget reports
- Assist department staff with budget preparation
- Ensure compliance with FCPS and GASB financial and accounting requirements
- Monitor compliance with budgeted expenditure and revenue levels
- Establish and monitor department financial procedures
- Train department staff on financial, budget, and grant procedures
- Ensure compliance with federal, state, and other grant requirements
- Administer grants, including preparing grant reimbursements, reviewing grant documentation for audit requirements, and submitting required grant financial reports
- Monitor position control for grants, department staff, and special education staff throughout the division
- Prepare bills for out-of-county tuition for special education and foster-care students attending FCPS

# Department of Special Services

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## **Goals**

- To increase division revenues through timely billing for Medicaid reimbursable services, out-of-county tuition, and grants reimbursements
- To support department staff through training and consultation to ensure department compliance with best-practice procedures in financial management for grants and appropriated funds
- To assist department staff and leadership in implementing sound and transparent budget procedures

## **State and Federal Mandates**

The Governmental Accounting Standards Board (GASB) mandates budgeting and financial record-keeping requirements. Individual grantor organizations also mandate specific budgeting and financial record-keeping requirements.

## **Explanation of Costs**

Funding for this program is \$0.5 million for salaries and benefits for 7.0 positions. Part-time hourly funding is \$70,959 and represents approximately 3.1 full-time equivalent positions. Due to the department reorganization, special education staffing has been reassigned to this office. An office assistant position and hourly funds were transferred to this office to provide additional technical and office assistant support to assist staff with the additional responsibilities. Offsetting revenue for this program is derived from federal Individual with Disabilities Education Act (IDEA) funds.

# Department of Special Services

## Medicaid Reimbursement Program

	FY 2003 Approved		FY 2004 Proposed		
	School-Based	Nonschool-Based	School-Based	Nonschool-Based	
<b>Total Cost</b>	\$0	\$154,000	\$0	\$192,500	This program is included in the Grants Fund. It is not included in any of the Operating Fund totals.
<b>Positions</b>	-	2.0	-	2.0	
<b>Program Total</b>		\$154,000		\$192,500	
<b>Offsetting Revenue</b>		\$239,000		\$322,500	
<b>Net Cost</b>		(\$85,000)		(\$130,000)	
<b>Total Positions</b>		2.0		2.0	
<b>Mandate</b>	See Below				
<b>Program Contact</b>	Linda Terry				
<b>Phone Number</b>	703-277-6652				

### Description

The Medicaid Reimbursement program is a mechanism for local school divisions to draw down Federal Title XIX and XXI funds for health-related services provided to Medicaid-eligible students receiving special education services. The Virginia Department of Medical Assistance Services (DMAS) and the Department of Education administer the program.

Effective July 1997, Fairfax County Public Schools (FCPS) became a Medicaid provider. This designation means that FCPS can bill Medicaid for services provided to Medicaid-eligible students that are outlined in the student's Individualized Education Plan (IEP). Students must have a completed IEP, be enrolled in a special education program, and have established Medicaid eligibility. The services must be provided by a clinician qualified according to Medicaid standards and must meet other criteria as outlined in the School Division Medicaid manual.

### Goals

- To increase funds available to enhance mandated special education programs.
- To improve methods used to obtain consent and identify Medicaid-eligible students who receive health-related services.

### Accountability Reporting Cycle

The Medicaid Reimbursement Program is included as part of the special education programs for the Quality Programs Assurance System (QPAS) and is in the first group of programs for the QPAS evaluation cycle.

# Department of Special Services

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## **State and Federal Mandates**

The Family Educational Rights and Privacy Act (FERPA) (20 USC § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education and requires school divisions to obtain consent before billing for Medicaid-eligible services.

The state mandates that the services billed are medically necessary and appropriate, are outlined in the student's IEP, and are provided by a licensed therapist. In addition, the service must meet the following established criteria: a physician must establish and periodically review a written plan of care and the school must maintain a Medicaid record of the student's services.

## **Explanation of Costs**

Funding is for salary and benefits for 2.0 positions. The remaining funding is for professional services, electronic billing, and Medicaid verification software. Federal funding offsets all costs for this program. Profits from this program are used to fund physical therapy and speech services.

# Department of Special Services

## Office of Special Education Programs and Services

	FY 2003 Approved		FY 2004 Proposed	
	School-based	Nonschool-based	School-based	Nonschool-based
FT Salaries	\$0	\$1,108,586	\$0	\$1,167,091
PT Salaries and Overtime	39,308	148,367	29,895	110,555
Employee Benefits	3,007	289,084	2,287	300,848
Operating Expenses		229,531	0	230,104
<b>Total Cost</b>	<b>\$42,315</b>	<b>\$1,775,568</b>	<b>\$32,181</b>	<b>\$1,808,599</b>
<b>Positions</b>	<b>-</b>	<b>16.0</b>	<b>-</b>	<b>16.0</b>
<b>Office Total</b>		<b>\$1,817,883</b>		<b>\$1,840,780</b>
<b>Offsetting Revenue</b>		<b>\$90,319</b>		<b>\$94,428</b>
<b>Net Cost</b>		<b>\$1,727,564</b>		<b>\$1,746,352</b>
<b>Total Positions</b>		<b>16.0</b>		<b>16.0</b>

### Support Programs within the Office:

- Office Oversight
- Early Childhood and Elementary Special Education Program Support Section
- Professional Development, Assessment, and Related Services Section
- Secondary Special Education Program Support Section

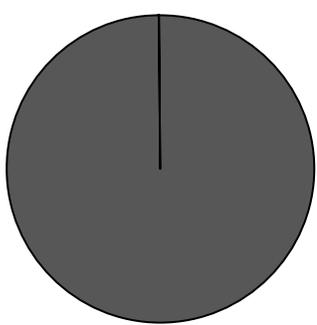
# Department of Special Services

## Office Oversight

<b>Office of Special Education Programs and Services</b>				
	<b>FY 2003 Approved</b>		<b>FY 2004 Proposed</b>	
	<b>School-based</b>	<b>Nonschool-based</b>	<b>School-based</b>	<b>Nonschool-based</b>
<b>Total Cost</b>	<b>\$0</b>	<b>\$424,246</b>	<b>\$0</b>	<b>\$435,901</b>
<b>Positions</b>	<b>-</b>	<b>3.0</b>	<b>-</b>	<b>3.0</b>
<b>Program Total</b>		<b>\$424,246</b>		<b>\$435,901</b>
<b>Offsetting Revenue</b>		<b>\$0</b>		<b>\$0</b>
<b>Net Cost</b>		<b>\$424,246</b>		<b>\$435,901</b>
<b>Total Positions</b>		<b>3.0</b>		<b>3.0</b>
<b>Mandate</b>	See Below			
<b>Director</b>	Patricia Addison			
<b>Phone Number</b>	703-246-7780			

**Program Percentage of Total Department**

0.1%



### Description

The Office of Special Education Programs and Services directs and supports the development, implementation, operation, and evaluation of educational programs, curricula, and services that meet the unique needs of students with disabilities. It also offers research-based, innovative professional development opportunities that enable staff to provide effective support and services for students with disabilities and their families. It ensures appropriate coordination of all special education services, assists schools in maintaining compliance with federal, state, and local regulations and procedures, and responds to school, parent, and community concerns regarding special education services.

**Trends and Issues:** The office supports schools in implementing Fairfax County Public Schools commitment to inclusive schools where students with disabilities can be educated with their peers while engaged in a challenging curriculum that allows for progress toward their individualized education program (IEP) goals.

Consistent with the major tenets of the Individuals with Disabilities Education Act (IDEA), the office seeks to support education that leads to an increasing number of young adults with disabilities attending post-secondary education, finding competitive employment at comparable rates to young adults without disabilities, and living independently as they enter adulthood.

To achieve these outcomes, schools will continue to require support in addressing the needs of students with a broad range of moderate to severe disabilities in inclusive environments. In order to enable students to access the general curriculum and meet high standards, the necessary supports and services must be available to include instructional and support staff, staff development and training, specialized equipment and technology, transportation, and building space.

# Department of Special Services

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Programs directly supported by the Office of Special Education Programs and Services are listed on the department organizational chart at the beginning of this section. Details on individual programs may be found in the Instructional Programs and Support sections.

## **Goals**

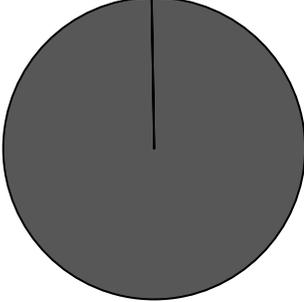
- To provide direction and support for the development, implementation, and evaluation of special education policies, procedures, services and curricula that address the unique needs of students with disabilities
- To develop and implement a staff development program that enables teachers, instructional assistants, school-based administrators, and other staff to provide appropriate support and services for students with disabilities and their families
- To ensure appropriate coordination of all special education services and compliance with federal and state regulations

## **Explanation of Costs**

Funding for this program includes \$0.2 million for salaries and benefits for 3.0 positions. Part-time hourly funding for clerical support in the office is \$7,515 which represents approximately a 0.3 full-time equivalent position. The remaining funding covers the cost of tests for all schools and centers to use in assessment and evaluation of special education students, as well as funds for printing, equipment, and instructional supplies.

# Department of Special Services

## Special Education Early Childhood and Elementary Program Support

Office of Special Education Programs and Services					Program Percentage of Total Department
	FY 2003 Approved		FY 2004 Proposed		
	School-based	Nonschool-based	School-based	Nonschool-based	
<b>Total Cost</b>	\$0	\$362,478	\$0	\$382,429	 <p>0.1%</p>
<b>Positions</b>	-	3.5	-	3.5	
<b>Program Total</b>		\$362,478		\$382,429	
<b>Offsetting Revenue</b>		\$0		\$0	
<b>Net Cost</b>		\$362,478		\$382,429	
<b>Total Positions</b>		3.5		3.5	
<b>Mandate</b>	See Below				
<b>Director</b>	Lynne Sprung				
<b>Phone Number</b>	703-246-7760				

### Description

The Special Education Early Childhood and Elementary Programs and Services section of the Office of Special Education Programs and Services provides instructional leadership, including supervision, coordination and evaluation of early childhood/elementary special education programs and services. This office also provides direct support to school-based administrators and school-based special education programs and services in four administrative clusters to ensure compliance with federal, state, and local regulations.

This office directly supports the following programs:

- Elementary learning disabilities services
- Elementary emotional disabilities services
- Elementary autism services
- Elementary mental retardation and severe disabilities services
- Preschool services, including ChildFind
- Noncategorical services
- Elementary summer school and extended-school-year services
- Special education school support services for clusters 4, 5, 6, and 8
- Inclusive school teacher facilitators for clusters 4, 5, 6, and 8

# Department of Special Services

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## **Goals**

- Strengthen the academic program for students at the preschool and elementary level with emphasis on student achievement and program accountability for meeting the required state assessments
- In collaboration with the Instructional Services, facilitate curriculum development to provide access to the general curriculum for students with disabilities
- Provide support and training to school staff to facilitate inclusive opportunities for students with disabilities

## **State and Federal Mandates**

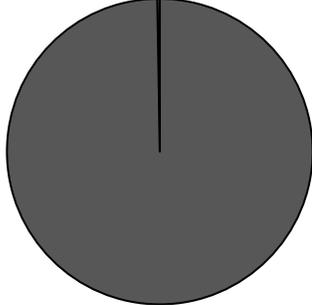
State and federal mandates are identified in each of the special education service areas.

## **Explanation of Costs**

Funding for this program includes \$0.4 million for salaries and benefits for 3.5 positions. Part-time hourly teacher funding is \$14,144 which represents approximately a 0.6 full-time equivalent position. Hourly funds were reduced \$16,516 as part of the FY 2004 divisionwide budget reductions. The remaining funding is for supplies and printing costs.

# Department of Special Services

## Professional Development, Assessment, and Support Services Program

Special Education Programs and Services					Program Percentage of Total Department
	FY 2003 Approved		FY 2004 Proposed		
	School-based	Nonschool-based	School-based	Nonschool-based	 <p>0.2%</p>
<b>Total Cost</b>	<b>\$42,315</b>	<b>\$623,804</b>	<b>\$32,181</b>	<b>\$637,862</b>	
<b>Positions</b>	-	<b>6.0</b>	-	<b>6.0</b>	
<b>Program Total</b>		<b>\$666,120</b>		<b>\$670,043</b>	
<b>Offsetting Revenue</b>		<b>\$90,319</b>		<b>\$94,428</b>	
<b>Net Cost</b>		<b>\$575,801</b>		<b>\$575,615</b>	
<b>Total Positions</b>		<b>6.0</b>		<b>6.0</b>	
Mandate	See Below				
Director	Mary Kealy				
Phone Number	703-246-8102				

### Description

The Professional Development, Assessment, and Support Services for Special Education section of the Office of Special Education is responsible for:

- Oversight and coordination of divisionwide special education professional development programs and activities
- Managing professional and support staff in related services
- Monitoring special education assessment and summer school to ensure quality service delivery and accountability
- Oversight of the Parent Resource Center
- Training and procedures for the Individualized Education Program (IEP) process

This office directly supports the following programs. Details on these programs are narrated in the Instructional Programs section.

- Communication disorders (speech and language) services
- Physical and occupational therapy services
- Physical disabilities services
- Deaf and hard-of-hearing services
- Vision services

The Professional Development and Support Services section operates in collaboration with all other special education sections and offices within the Department of Special Services and other FCPS offices to ensure divisionwide support to schools and staff.

# Department of Special Services

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## **Goals**

- Provide coordination of divisionwide special education professional development programs and activities in collaboration with FCPS offices and local university partners
- Coordinate assignments, supervision, and activities of related services, Individual Education Program and Parent Resource Center staff to ensure effective service provision for students and parents
- Provide oversight, coordination, and support for assessment, summer school and SOL remediation programs for students with disabilities

## **State and Federal Mandates**

The Individuals with Disabilities Education Act (IDEA) (20 USC S 1400 et seq.) final regulations for IDEA (34 CFR Part 300) effective May 11, 1999, and Regulations Governing Special Education Programs for Children with Disabilities in Virginia (8 VAC 20-80-10 through 8 VAC 20-80-190) effective January 1, 2001 require that local educational agencies ensure all students with disabilities a free appropriate public education that emphasizes special education and related services designed to meet their unique educational needs and prepare them for employment and independent living. IDEA requires that the specific educational program provided to each student be determined through the IEP planning process, involving parents and staff. IDEA requires that a continuum of services must be available to serve students with disabilities ranging from mild to complex and severe. Staff development for special educators and participation of students with disabilities in local and state assessment programs are mandated by the federal and state laws cited.

## **Explanation of Costs**

Funding for this program includes \$0.5 million for salaries and benefits for 6.0 positions. The increase in salaries and benefits is due to employee compensation adjustments. Part-time hourly funding for substitute teachers and office assistants is \$104,646 that represents approximately 4.6 full-time equivalent positions. Hourly funds were reduced \$14,742 as part of the FY 2004 divisionwide budget reductions. The remaining funding is to support curriculum development, hourly costs of special education itinerant teachers serving students enrolled in modified calendar schools, and IEP training and related costs. Offsetting revenue for this program is derived from Federal Individual with Disabilities Education Act (IDEA) funds.

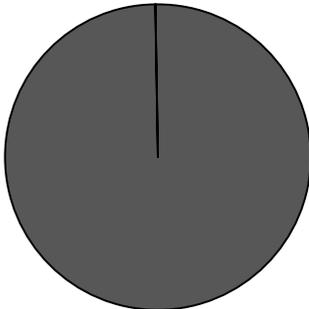
# Department of Special Services

## Secondary Special Education Program Support

Special Education Programs and Services				
	FY 2003 Approved		FY 2004 Proposed	
	School-based	Nonschool-based	School-based	Nonschool-based
<b>Total Cost</b>	\$0	\$365,039	\$0	\$352,408
<b>Positions</b>	-	3.5	-	3.5
<b>Program Total</b>		\$365,039		\$352,408
<b>Offsetting Revenue</b>		\$0		\$0
<b>Net Cost</b>		\$365,039		\$352,408
<b>Total Positions</b>		3.5		3.5
Mandate	See Below			
Director	Joyce Suydam			
Phone Number	703-246-8121			

**Program Percentage of Total Department**

0.1%



### Description

The Secondary Special Education Programs and Services section of the Office of Special Education Programs and Services provides instructional leadership, including supervision, coordination and evaluation of secondary special education programs and career and transition services. This office also provides direct support to school-based administrators and school-based special education programs and services in four administrative clusters to ensure compliance with federal, state, and local regulations.

This office directly supports the following programs. Details on these programs can be found in the Instructional Program section.

- Secondary learning disabilities services
- Secondary emotional disabilities services
- Secondary autism services
- Career and transition services, including Davis and Pulley Centers
- Secondary mental retardation and severe disabilities services
- Secondary summer school and extended-school-year services
- Special education school support services for Clusters 1, 2, 3, and 7
- Inclusive school teacher facilitators for Clusters 1, 2, 3, and 7

# Department of Special Services

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## **Goals**

- Strengthen the academic program for students at the secondary level with emphasis on student achievement and program accountability for meeting the required state assessments
- In collaboration with the Instructional Services, facilitate course and curriculum development to provide access to the general curriculum for students with disabilities
- Provide support and training to school staff to facilitate inclusive opportunities for students with disabilities

## **State and Federal Mandates**

State and federal mandates are identified in each of the special education service areas.

## **Explanation of Costs**

Funding for this program includes \$0.3 million for salaries and benefits for 3.5 positions. Part-time hourly teacher funding is \$14,144 which represents approximately a 0.6 full-time equivalent position. Hourly funds were reduced \$16,516 as part of the FY 2004 divisionwide budget reductions. The remaining funding is to support curriculum development for secondary program areas.

# Department of Special Services

## Office of Student Services Summary

	FY 2003 Approved		FY 2004 Proposed	
	School-based	Nonschool-based	School-based	Nonschool-based
FT Salaries	\$0	\$339,877	\$0	\$352,716
PT Salaries and Overtime	0	78,831	0	80,378
Employee Benefits	0	91,180	0	94,515
Operating Expenses	0	292,142	0	273,726
<b>Total Cost</b>	<b>\$0</b>	<b>\$802,029</b>	<b>\$0</b>	<b>\$801,334</b>
<b>Positions</b>	<b>-</b>	<b>5.0</b>	<b>-</b>	<b>5.0</b>
<b>Office Total</b>		<b>\$802,029</b>		<b>\$801,334</b>
<b>Offsetting Revenue</b>		<b>\$0</b>		<b>\$0</b>
<b>Net Cost</b>		<b>\$802,029</b>		<b>\$801,334</b>
<b>Total Positions</b>		<b>5.0</b>		<b>5.0</b>

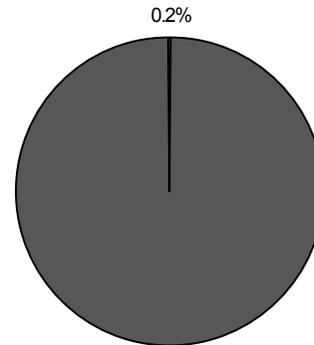
### Support Programs within the Office:

- Office Oversight
- Guidance and Student Registration Services
- Psychology and Support Services Support\*
- Social Work and Support Services Support\*

# Department of Special Services

## Office Oversight

Office of Student Services					Program Percentage of Total Department
	FY 2003 Approved		FY 2004 Proposed		
	School- based	Nonschool- based	School- based	Nonschool- based	
<b>Total Cost</b>	\$0	\$594,998	\$0	\$587,746	
<b>Positions</b>	-	3.0	-	3.0	
<b>Program Total</b>		\$594,998		\$587,746	
<b>Offsetting Revenue</b>		\$0		\$0	
<b>Net Cost</b>		\$594,998		\$587,746	
<b>Total Positions</b>		3.0		3.0	
Mandate	None				
Director	Mary Shaughnessy				
Phone Number	703-876-5267				



### Description

The Office of Student Services provides a network of support to staff, students, and families, which eliminates obstacles, facilitates instruction, and enables students to succeed as individuals within the learning environment. Student services personnel serve as intermediaries and resources to programs external and internal to FCPS and advocate for a student's full range of needs. The Office of Student Services is divided into three branches: Psychology and Support Services, Social Work and Support Services, and Guidance and Student Registration. The Office of Student Services ensures the integrated delivery of services from these three distinct branches.

Programs directly supported by the Office of Student Services are listed on the department organizational chart at the beginning of this section. Details on individual programs may be found in the Instructional Programs and Support sections.

### Goals

- Support and oversee student services teams who provide information and resources for faculty, staff and parents regarding approaches to reducing student suspensions.
- Oversee student services teams to provide information and resources for students, faculty, staff and parents regarding understanding racial, cultural and religious diversity.
- Support student services staff to implement findings of *The Community That Cares Youth Survey*; and to assist students, faculty, staff and parents to reduce risk behaviors and increase assets that protect youth from risk behaviors.

# Department of Special Services

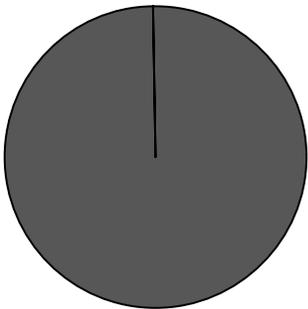
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## **Explanation of Costs**

Funding for this program includes \$0.2 million for salaries and benefits for 3.0 positions. Part-time hourly funding supports teacher staff development and office support for the management of 4 buildings (Virginia Hills, Eleven Oaks, Dunn Loring, and Devonshire). The total part-time hourly funding is \$75,278 which represents approximately 3.3 full-time equivalent positions. The remaining funding is supplies and materials for the 4 building sites and printing of the Students Rights and Responsibilities manual and other student services documents.

# Department of Special Services

## Guidance and Student Registration Services Program

Office of Student Services					
	FY 2003 Approved		FY 2004 Proposed		Program Percentage of Total Department
	School-based	Nonschool-based	School-based	Nonschool-based	
<b>Total Cost</b>	<b>\$0</b>	<b>\$207,031</b>	<b>\$0</b>	<b>\$213,588</b>	 <p>0.1%</p>
<b>Positions</b>	<b>-</b>	<b>2.0</b>	<b>-</b>	<b>2.0</b>	
<b>Program Total</b>		<b>\$207,031</b>		<b>\$213,588</b>	
<b>Offsetting Revenue</b>		<b>\$0</b>		<b>\$0</b>	
<b>Net Cost</b>		<b>\$207,031</b>		<b>\$213,588</b>	
<b>Total Positions</b>		<b>2.0</b>		<b>2.0</b>	
Mandate	None				
Program Contact	Elsie Kirton				
Phone Number	703-208-6487				

### Description

Guidance and Student Registration Services supports the mission of FCPS by providing a variety of services for students, parents, FCPS departments, community agencies and the state.

Guidance and Career Services provides students in kindergarten through twelfth grade with a comprehensive, developmental counseling program that facilitates academic planning appropriate to each student's abilities, interests and life goals and promotes students' personal, social, and emotional growth. Guidance and Career Services works collaboratively with IS and DIT to revise specific grading processes and procedural guidelines contained in Grading and Reporting.

Student Registration is responsible for four functions: registration of all foreign born and/or non-English speaking students; provision of interpretation and translation services to schools, parents, and students; supervision and liaison related to student health; and approval and supervision of all students who have been approved for home schooling and/or religious exemption. This office is also responsible for all residency, foster care, tuition-paying, and foreign exchange cases. The Language Services office provides interpretation and translation services to schools, clusters, students, families, and government agencies throughout the school year. The largest of the language minority groups - Spanish, Korean, Arabic, Urdu, Vietnamese, Chinese, and Farsi.

The College Partnership Program (CPP) is a collaboration involving colleges and universities, members of the business community, parents, and Fairfax County Public Schools. Essential elements of the CPP include college orientation, academic counseling and monitoring, academic support, personal development training, student mentoring, and parent involvement. The participating colleges and universities sponsor a variety of activities to increase students' and parents' knowledge and understanding of higher education

# Department of Special Services

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programs and college life and to enhance students' motivation for higher academic achievement. Business partners support the program by linking employees and student participants to provide work experiences, adult mentors, and the opportunity to observe the corporate world. The College Partnership program provides avenues for parents to participate in the educational development of students and encourages parental involvement.

## **Goals**

The goals for the Guidance and Student Registration Services are as follows:

- To provide a comprehensive and sequential guidance program for students in grades K-12
- To ensure that registration, translation, and interpretation services are provided in the most effective and efficient manner possible, given the ever-increasing request for services
- To provide activities and experiences that foster in students, particularly minority students and positive attitudes towards academic achievement

## **Explanation of Costs**

Funding for this program includes \$0.2 million for salaries and benefits for 2.0 positions. Part-time hourly funding for training is \$5,100 which represents approximately a 0.2 full-time equivalent position. The remaining funding is to support activities of the supervised programs.