



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**REFERENCE GUIDE**

**TITLE:** New Procedures for Completing Individualized Education Programs Using the Welligent System

**NUMBER:** REF-5027.0

**ISSUER:** Sharyn Howell, Executive Director  
 Division of Special Education

**DATE:** February 8, 2010

**ROUTING**

All Locations  
 Local District Superintendents  
 Local District Directors  
 Administrators of Instruction  
 Support Unit Administrators  
 School Site Administrators  
 Bridge Coordinators  
 Related Services Providers  
 Teachers  
 Office Technicians

**PURPOSE:** The purpose of this Reference Guide is to provide information to all District personnel who use the Welligent IEP Management System or who supervise users regarding changes to the processes for completing Individualized Education Program (IEP) documents. **The changes below will take effect as of March 15, 2010.**

**MAJOR CHANGES:** In order to align the IEP process more closely with state and federal mandates, a new process flow has been developed for the IEP meeting and associated documentation. Each IEP will proceed through the phases listed below and will culminate in a clear concise document that constitutes the District’s offer of a free, appropriate public education.

Effective March 15, 2010, the Welligent IEP Management System presents the IEP document as a sequence of eight processes (Attachment A): (1) Management; (2) Assessment, Evaluation and Present Level of Performance; (3) Eligibility; (4) Goals; (5) Testing and Graduation; (6) Placement and Supports; (7) Services; and (8) Safeguards, Follow-up and Signature.

The “Free Appropriate Public Education” (FAPE) narrative summary completed on Page 12 of the IEP document is replaced by a “FAPE Grid.” The “FAPE Grid” contains two parts to permit the IEP team to document current and future planning at the same meeting.

Part 1 of the “FAPE Grid” is found in the “Placement and Supports” process and includes IEP team determinations for eligibility, school and class placement and additional student supports that are necessary. The Expulsion Process is included in Part 1.

Part 2 of the “FAPE Grid” is found in the “Services” process and includes IEP team determinations for needed services (Attachment B).

**BACKGROUND:** The *Individuals with Disabilities Education Act 2004 (IDEA)* requires that students with disabilities have an Individualized Education Program (IEP) that guides their instructional program.



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**BACKGROUND:** As part of the *Modified Consent Decree (MCD)* the Los Angeles Unified School District adopted a web based student management and record archive, referred to as the Welligent IEP Management System.

The Welligent System has been upgraded a number of times since its inception to provide better access to and maintenance of student's educational records and to better document student needs, services and supports. The Welligent System is used by all providers of special education services and District schools including Charter Schools, Partnership Schools and Pilot Schools.

The upgrade of March 15, 2010 is designed to allow the IEP team to move through a series of related conversations about the needs of a student and to document those needs in an effective and efficient manner.

**PROCEDURES:** I. Preparation and Training

Administrators, administrative designees, supervisors and staff who are Welligent System users are advised that the changes to the system in this upgrade are significant. It will be necessary to use one or a combination of the following training options to be prepared for this upgrade:

A. Web-Based Learning Module

1. All Welligent System users must complete the Web-Based Learning Module, "Online New IEP Format Training." The module can be accessed through the [Learning Zone](#) or at <https://lz.lausd.net> (Attachment C).

B. Instructor-Led Option

1. After completing the Web-Based Learning Module, some users may find they still need additional training. These users should attend one of the "Instructor-Led Training Sessions." Registration for these courses will be available through the [Learning Zone](#) or at <https://lz.lausd.net> (Attachment D).

II. Support

A. Special Education Support Units will host "Implementation Clinics" as determined by local need. Information regarding these clinics will be distributed by the Special Education Support Units in cooperation with the Local Districts.

B. The Welligent Support Section is available at (213) 241-4174.



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**PROCEDURES:** III. Critical Dates

<u>Date</u>	<u>Activity/Action</u>
Feb. 8	Web Based Module available
Feb. 22	Instructor-Led Sessions begin
March 15	UPGRADE “GOES LIVE”
May 28	Last Instructor-Led session for 2009-2010

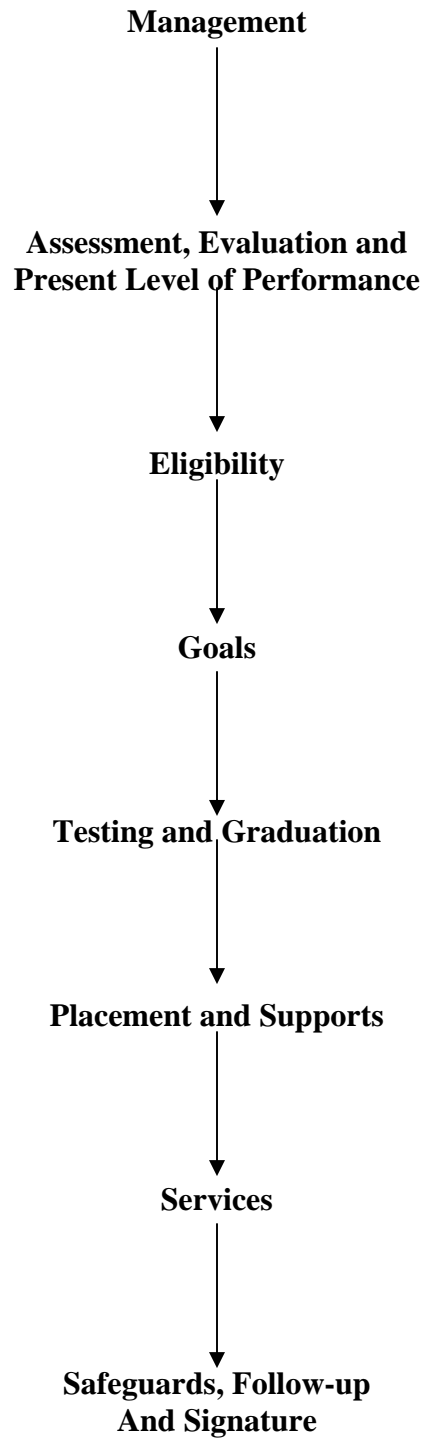
- ATTACHMENTS:** Attachment A: “The IEP Process”  
Attachment B: “The IEP Process Overview”  
Attachment C: “Welligent Trainings”  
Attachment D: “New IEP Format Navigation Instructor-Led Training Dates and Sites”

**RELATED RESOURCES:** *Individuals with Disabilities Education Act 2004 (IDEA)*  
*Modified Consent Decree (MCD)*

**ASSISTANCE:** For assistance or further information, please contact Welligent Support at (213) 241-4174 or contact your Special Education Support Unit:

<b>SUPPORT UNIT</b>	<b>ADMINISTRATOR</b>	<b>PHONE NUMBER</b>
North	Cheryl Krohn and Cindy Welden	(818) 256-2800
Central-West	Diane Kloosterman and Bette Medina	(323) 421-2950
East	Judy Moe and Janet Montoya	(213) 241-0101
South	Emily Kuwahara and Don Macintosh	(310) 354-3431

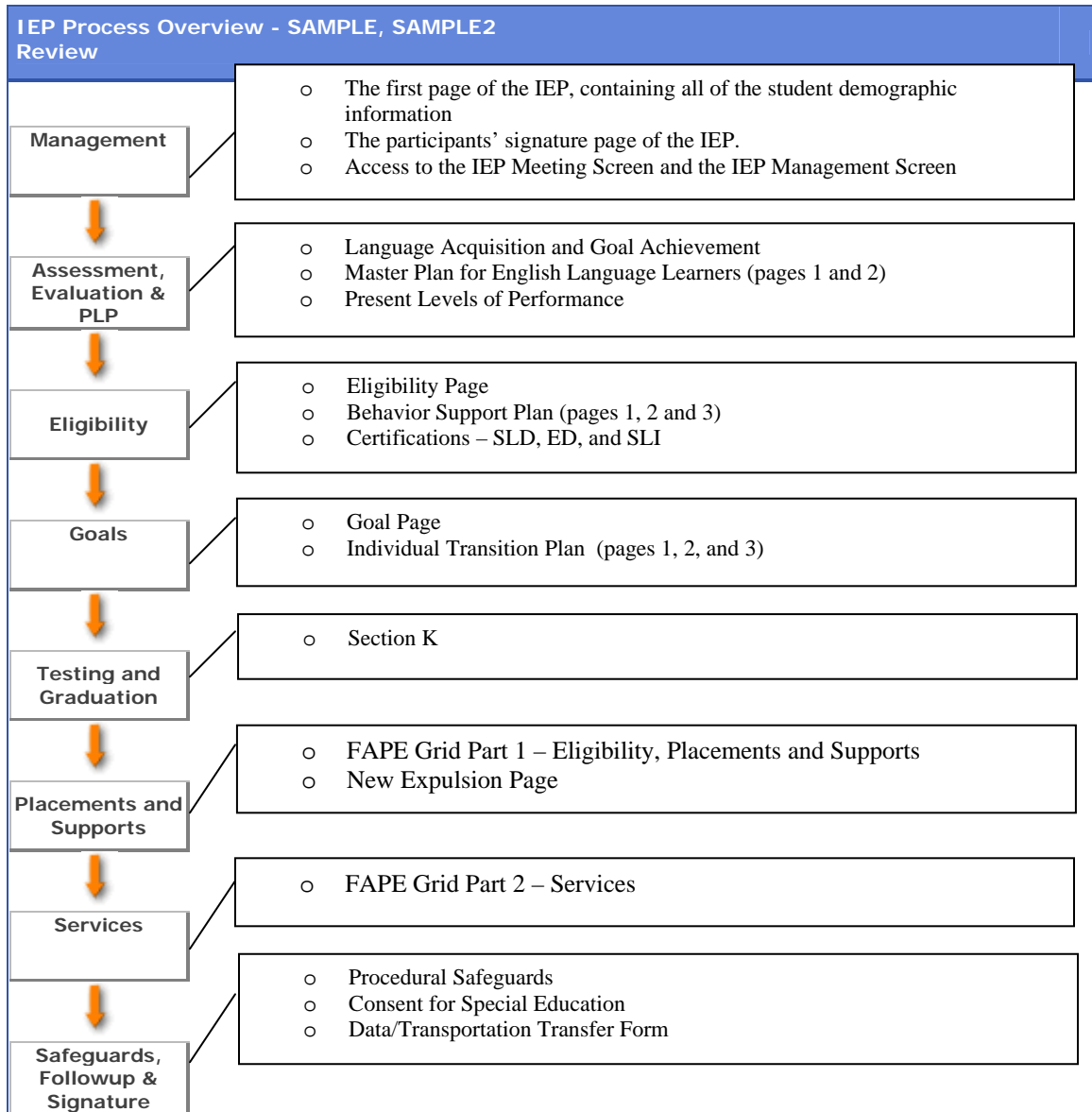
## **The IEP Process**



**The IEP Process Overview**

In order to align LAUSD’s IEP process more closely with state and federal mandates, the District has developed a new process flow for the IEP meeting and the associated documentation. Each IEP will proceed through the phases listed below and will culminate in a clear concise document that constitutes the District’s offer of FAPE.

**Welligent Phases in Sequence**



# Welligent Support Section

Phone: (213) 241-4174

Fax: (213) 241-8455

Email: [welligentsupport@lausd.net](mailto:welligentsupport@lausd.net)

# Welligent Trainings

## Courses Offered

- **Welligent 101**

(6 hr. introductory course that covers management of IEPs in Welligent and navigation of Management Screens)

- **Online New IEP Format Training**

(Web based training going through the navigation of the new IEP format.)

- **Monitoring IEPs in Welligent**

(3 hr. course with emphasis on monitoring of IEPs in Welligent and reports)

- **Online Welligent RSP Service**

**Tracking System** (Web based training establishing RSP caseload, generating sessions and documenting services provided to students)

- **Online Welligent STS**

(Web based training establishing Related Service caseload, generating sessions and documenting services provided to students)

- **Online Caseload Management** (Web based training on managing hierarchies in Related Services)

## Enroll Now

### **Employees or Contractors with SSO account:**

- Go to <http://lz.lausd.net>
- Click *Courses*
- Click *View Class Offerings*
- Select *Welligent IEP Management System* or *Welligent Service Tracking* dropdown list
- Click *Search*
- Click course title
- Click *Enroll Now* to enroll

**LAUSD employees without an email account:**  
Call ITD help desk at (213) 241-LA00.

**Non LAUSD employees:**  
Contact the IEP Support Section at (213) 241-4174

NEW IEP FORMAT NAVIGATION INSTRUCTOR-LED  
TRAINING DATES AND SITES

All classes and Implementation Clinics are in the [Learning Zone](https://lz.lausd.net) at <https://lz.lausd.net>.  
The Welligent IEP Management Course will be titled, "New IEP Format Open House."

February	22	San Julian and Zelzah
	23	North Valley and Webster
	24	San Julian and Ft. MacArthur
	25	San Julian and North Valley
	26	Zelzah and Webster
March	01	Beaudry Room 29-132 and Webster
	02	Beaudry Room 29-132 and Zelzah
	03	Beaudry Room 29-132 and North Valley
	04	San Julian and Webster
	05	San Julian and Ft. MacArthur
	08	San Julian and Zelzah
	09	San Julian and North Valley
	10	Beaudry Room 2-201 and Webster
	11	San Julian and Ft. MacArthur
	12	San Julian and Zelzah
	22	Beaudry Room 29-132 and Webster
	23	Beaudry Room 29-132 and Ft. MacArthur
	24	Beaudry Room 29-132 and Zelzah
	25	Beaudry Room 29-132 and North Valley
	26	Beaudry Room 29-132 and Webster
	29	Beaudry Room 29-132 and Ft. MacArthur
	30	Beaudry Room 29-132 and Zelzah
	31	Beaudry Room 2-201 and North Valley
April	01	San Julian and Webster
	02	San Julian and Ft. MacArthur
	05	Beaudry Room 2-201 and Zelzah
	06	Beaudry Room 29-132 and North Valley
	07	Beaudry Room 2-201 and Webster
	08	Beaudry Room 2-201 and Ft. MacArthur
	09	Beaudry Room 2-201 and Zelzah
	12	Beaudry Room 2-201 and North Valley
	13	Beaudry Room 29-132 and Webster
	14	Beaudry Room 29-132 and Ft. MacArthur
	15	Beaudry Room 29-132 and Zelzah
	16	Beaudry Room 29-132 and North Valley
	19	Beaudry Room 2-201 and Webster
	15	Beaudry Room 2-201 and Ft. MacArthur

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ATTACHMENT D

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- 16 Beaudry Room 29-132 and Zelzah
  - 17 Beaudry Room 2-201 and North Valley
  - 18 Beaudry Room 2-201 and Webster
  - 26 Beaudry Room 2-201 and Ft. MacArthur
  - 27 Beaudry Room 29-132 and Zelzah
  - 28 Beaudry Room 29-132 and North Valley
  - 29 Beaudry Room 29-132 and Webster
  - 30 Beaudry Room 29-132 and Ft. MacArthur
- May
- 03 Beaudry Room 2-201 and Zelzah
  - 04 Beaudry Room 29-132 and North Valley
  - 05 Beaudry Room 2-201 and Webster
  - 06 Beaudry Room 2-201 and Ft. MacArthur
  - 07 Beaudry Room 2-201 and Zelzah
  - 10 Beaudry Room 2-201 and North Valley
  - 11 Beaudry Room 29-132 and Webster
  - 12 Beaudry Room 29-132 and Ft. MacArthur
  - 13 Beaudry Room 29-132 and Zelzah
  - 14 Beaudry Room 29-132 and North Valley
  - 17 Beaudry Room 2-201 and Webster
  - 18 Beaudry Room 2-201 and Ft. MacArthur
  - 19 Beaudry Room 29-132 and Zelzah
  - 20 Beaudry Room 2-201 and North Valley
  - 21 Beaudry Room 2-201 and Webster
  - 24 Beaudry Room 2-201 and Ft. MacArthur
  - 25 Beaudry Room 29-132 and Zelzah
  - 26 Beaudry Room 29-132 and North Valley
  - 27 Beaudry Room 29-132 and Webster
  - 28 Beaudry Room 29-132 and Ft. MacArthur

Addresses for Training Locations

LAUSD Headquarters—Beaudry Building  
333 South Beaudry Avenue  
Training room will be posted  
Los Angeles, Ca. 90017

Fort MacArthur  
920 West 36<sup>th</sup> Street  
Building 945  
San Pedro, CA. 90732

North Valley Occupational Center  
11450 Sharp Avenue  
Room 15  
Mission Hills, CA 90064



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San Julian Training Center  
1315 San Julian Avenue  
Los Angeles, CA. 90015

Webster Middle School  
11330 West Graham Place  
Training Room  
Los Angeles, CA. 90064

Zelzah Training Center  
6505 Zelzah Street  
Los Angeles, CA. 91335