

CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION III:	STRUCTURES WITH FUNCTIONS
CHAPTER 12.c:	Rehabilitative Therapies
PROCEDURE 12.c.6:	Special Education Services
REVISED:	11/97; 02/06/07; 03/15/10; 09/14/15; Reviewed 06/18; 11/16/18
Governing Body Approval:	10/08/15; 11/19/18(<i>electronic vote</i>)

PURPOSE:

The provision of Special Education Services at Connecticut Valley Hospital (CVH) is in accordance with federal regulations, state statutes and local Board of Education policy. The Department of Mental Health and Addiction Services (DMHAS) assumes the responsibility for the location, identification and referral of all adults requiring special education and/or related services from age 18-21, who are inpatients in DMHAS treatment facilities.

The DMHAS identification process is coordinated by the Special Education unit, which utilizes a variety of community resources and conducts many systematic activities in its effort to identify adults requiring special services.

Education Liaison notified by Web-Enhanced Infrastructure for Treatment Services (WITS) weekly of new patients between 18-21 years of age on CVH grounds.

PROCEDURE:

1. Identification of school-age students (18-21 years of age).

Screening of Transfer Students - The Special Education Coordinator of DMHAS is responsible for reviewing the records of any new student transferring from another school system to CVH. If the school records indicate that the student has previously been identified as a student with disabilities and that appropriate educational programming for the student includes special education and/or related services, the student is enrolled in the CVH program and is provided the appropriate special education and related services, if they choose to participate. A Planning and Placement Team (PPT) meeting is held at the earliest possible opportunity for those students who qualify and wish to receive the services. The PPT is to temporarily transfer educational jurisdiction to DMHAS and re-involve the students' nexus school system in the planning of an appropriate educational program.

2. *Confidentiality of Education Records* - DMHAS and CVH shall maintain records concerning students requiring special education and related services and shall provide for the filing, protection, confidentiality, classification, review and, when appropriate, destruction of such records. DMHAS and CVH comply with state and federal regulations regarding confidentiality and access to student records. DMHAS and CVH have established procedures that ensure strict confidentiality of student records, while providing proper parental access to records.

3. *Planning and Placement Team (PPT) Procedures* - PPT meetings are initiated and conducted for

the purpose of developing, reviewing and revising the IEP for a student with disabilities.

4. ***Evaluation Procedures*** – If student's previous and most recent Individualized Education Program (IEP) is current, it will go into effect immediately. However, if the student's previous IEP is more than three years old, and the student would like to enroll in an educational program, a PPT will be held to determine the appropriate evaluative needs of the student in order to determine special education eligibility. This testing/evaluation process is initiated before any action is taken with respect to the initial placement of students with disabilities in a special education program.
5. ***Individualized Education Program*** – CVH provides a free, appropriate public education for each 18-21 year old patient requiring special education and related services. CVH provides each student requiring special education and related services with a program appropriate to the student's needs, as set forth in the student's IEP. CVH has established procedures for developing, implementing, reviewing, maintaining and evaluating IEP for each student requiring special education and related services.