



south dakota
DEPARTMENT OF EDUCATION

Learning. Leadership. Service.

SES Provider Information

2011-2012

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Welcome!

Thank you for agreeing to serve as a SES provider for the state of South Dakota. The following slides will give you the required steps and procedures as well as some ideas to help make 2011-2012 a successful year for your program. If you have questions, please contact me by email or by phone.

Thanks again,

Betsy Chapman, SD SES Coordinator

Responsibilities of the Provider

- Demonstrate a record of effectiveness, capacity to provide services and fiscal soundness (application)
- Align instruction and instructional content with the schools curriculum and State standards (application)
- Provide parents of children receiving services and the district/school with information on the progress of the children
- Provide instruction that is secular, neutral and non-ideological
- Meet federal, state and local health, safety, and civil rights laws.
- Failure to provide services due to a lack of local personnel or tutors may result in the removal from the approved provider list.
- Keep the state Department of Education apprised of staff changes or contact information changes.

Steps in the overall process

• Step 1 – Initial District Contact

Contact district (s) prior to school starting.

This will:

- Ensure they have accurate phone numbers and other information about your company; (please keep the state aware of any changes as well)
- Facilitate the contract process; Each district may have different procedures. The earlier the fiscal side of a contract can be finalized, the better. The contract would be conditional on parents choosing the provider's service and may contain all required components except student goals. (See slide #7 for required components)
- Introduce the district to the contact person for your company;
- Introduce you to the district's procedures for the SES program.
 - If you will need to lease space to provide services at the schools, please discuss this issue in advance of the school year starting.

NOTE: This is not the time for a sales pitch to the district.

• Step 2 – Parent Notification & Registration Process

- The districts may or may not have provider fairs or back-to-school nights where providers can set up informational booths.
- The districts will send out parent notification letters to eligible students, usually beginning in late August or early September.
 - This will include information about each provider, along with a registration form.
 - If requested, providers may have a copy of the registration form. **However, this form will not be an official form and will not be recognized by the district. Only official registration forms will be allowed for enrollment in to the SES program.**
 - **All forms must be turned in through the district's process. Providers are not to mail registration forms out with advertisements or hand them out at provider fairs, etc.**
 - Providers may show parents how to fill out a form to ensure they fill it out correctly.
 - Parents will choose three providers and indicate their preference by a 1st, 2nd, or 3rd choice. They then return forms to school.
 - School district will assign students to providers by 1st choice.
 - If the first choice is not available, the 2nd choice will be assigned. If that is not available, the student will be assigned to the 3rd choice.

• Step 3 – District Notification to Providers

- The districts will contact providers with student names and contact information.
 - Providers must contact families within 2 weeks of notification.
 - If this is not possible, providers must notify the SES Coordinator at the state. Failure to make timely contact may jeopardize the status as an approved provider.
 - The goal is to start services by October 1st if possible.
 - All services should be started prior to Nov. 1st unless a later start is agreed to by parents.

• Step 4 – Start Services

- Providers should have a contact who will receive the initial Individual Learning Plans (ILPs) from the districts.
 - These forms will have information from a student's teacher concerning their classroom performance and should be used to set goals for the students.
- Complete any necessary pre-test and finalize the student's goals and how progress will be monitored. This should be done with the parents if possible and school personnel. A final ILP should be filled out on each student.
 - This is the program part of the agreement required by law.

Steps in the process cont'd

- Step 4 cont'd
 - Work with the teachers, school/district and parents to set up the rest of the student agreement. The plan should be based on the preliminary ILP from the school, any pre-tests by the provider and parent input. The end result will be similar to the preliminary ILP, but with more detail. This should be shared with the teacher, the parents and the school.

Required Components of District/Provider Agreement/Contract

These components may be in the fiscal contract or in a separate agreement/learning plan for the student.

- Specific goals for the student
- Description of how student's progress will be monitored
- Timetable for services
- Provision for termination of services
- Provisions for governing payment (contract with district)
- Provision prohibiting provider from disclosing student's identity
- Assurance that SES will be provided consistent with applicable health, safety and civil rights laws

Individual Learning Plans

- Specific goals
- Description of how student's progress will be monitored
 - Include how & how often parents will be contacted
 - Include how & how often teachers/school will be contacted with updates.

Sample Individual Learning Plan SES

GOALS AND OBJECTIVE

(Complete an ILP for each NEED area -- Reading, Math)

Name of Service Provider:		
Individual Completing the Form:		
Name of Student:	Date of Birth:	Grade:
Name of School:	District:	

NEED AREA (Reading or Math): _____

Current Level of Performance: (State in specific terms based on tests or other measurable data.)
Project Goal:
Method of Measurement: (At least an 80% mastery rate is required on each objective for the Goal to be met)
Projected Completion Timeline for the Goal:

Steps in the process cont'd

- Step 5
 - Keep parents and schools updated on student progress. This does not have to be face to face, but it does need to occur FREQUENTLY (monthly, quarterly, etc.)
- Step 6
 - Bill districts monthly for services unless other arrangements are made. This will keep the margin of billing errors down.

Background Checks & Liability Insurance

- Check with the districts about their requirements for required background checks.
 - These must be completed prior to contact with South Dakota students if required by the district.
- If your company sends tutors in to student homes, please ensure that your tutors understand the dangers.
 - Make sure they don't park in driveways (they could be blocked in and unable to leave a bad situation)
 - Make sure they understand the dangers of dogs in the home
 - Discuss safety procedures with all staff going in to homes
- Be sure the Liability coverage you have will cover your tutors.
 - Will it cover medical expenses for tutors injured while working?
 - Will it cover legal issues?
- Be prepared to explain safety procedures and how background checks are conducted to SD DOE staff conducting reviews.

Reminders

- Registration forms will be sent home to eligible students by the districts.
 - ONLY official registration forms will be processed by the districts or schools.
- Parent contact **MUST** be made.
 - Your company should not just be a website to the parents.
- Teachers cannot “refer” kids to the SES program.
 - They may tell parents about the SES program.
 - They may help parents make a decision about a provider if the student is eligible for services.

Ideas to make the process work better

- Early correspondence and communication with the schools by providers in August should be easy and commonplace so there are no snags later.
- Discuss with districts how confidential IEP's will be handled. At the least, individual goals and accommodations should be provided to you.
- Individual Learning Plans need to be completed early!
- Have contacts that schools and/or parents can call when there are concerns or trouble.
- Try to have fiscal contracts set up with districts prior to the school year. If they can do a tentative contract contingent on parents choosing your company, that will be one less problem.
 - Fiscal contracts should include payment terms, along with the termination procedure.

Ideas to make the process work better

- ✓ All Providers: try to work with the schools and use their facilities if possible. Student attendance is usually better. There may be building use fees and you may need a tutor/monitor for the room.
- ✓ Online providers: Please try to work out a way to use computer labs at the schools if possible. If you provide a computer to students for use during the program and then give the machine to the students upon completion, try to work out a way to store the machines to the school and use them in a lab situation. The districts will not track down machines sent to individuals and then not returned.
- ✓ Understand that SD is a very rural state and dial up Internet connections are still very much in use.
- ✓ If you can work out a way to integrate your SES program in to an already existing after-school program, access to the kids is more consistent.

Concerns from 2010-2011

Lack of:

- Parent contact
 - There needs to be regular contact with parents. Many parents stated they were NEVER contacted about student progress!
 - Stating that parents can go online to see progress is NOT acceptable. Many parents do not have access to the internet or do not feel comfortable trying to go online to a tutoring website.
 - Written documentation must be sent. Monthly contact is preferable.

- District/School contact
 - Monthly billing. This needs to be up-to-date and accurate.
 - Be sure to know who to send bills to!
 - Monthly progress update to teachers or building contact if preferred by the district. This can be through email and can be a brief update of student progress.

Concerns from 2010-2011

- Computer Issues
 - Have a contact for schools
 - Make it very clear what platform (s) your online program uses
 - Do not ship computers to a school or district unless you have written documentation that it has been approved by district or school administrators.

What to expect

- Resistance to the SES programs
- Difficulty contacting parents
- Difficulty finding reliable tutors
- If a district is having trouble with a provider, they are also keeping the state informed.
- Complaints will be addressed individually and should go through the state. More than 2 complaints may result in removal from the approved provider list.

Resources

- Finding Tutors:
 - Rapid City Journal – www.rapidcityjournal.com (Rapid City)
 - The Argus Leader – www.argusleader.com (Sioux Falls)
 - South Dakota Retired Teachers Association – <http://sdrta.net>

Questions???

Contact Information

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