

INTER-OFFICE CORRESPONDENCE
Los Angeles Unified School District
Psychological Services/ERICS

TO: School Psychologists

DATE: August 3, 2015

FROM: Psychological Services Administrative Team

SUBJECT: Stull Evaluation and Initial Planning Sheet

You are scheduled for a Stull Evaluation this school year. The first step in the process is the development and completion of the Initial Planning Sheet. This should reflect your performance objectives and the strategies you will use to achieve them. Your objectives should be written so that compliance issues are addressed. The following objectives are to be included in your Initial Planning Sheet:

OBJECTIVE	STRATEGY
1) Complete all psycho-educational evaluations and written reports within mandated timelines utilizing the mandated report format.	1a) Develop and maintain logs of referrals, due dates, assessments and completion dates 1b) Use the Welligent System to provide evidence of completion of psycho-educational report 1c) Utilize District mandated template format for all assessments 1d) Attach all assessment reports to Welligent on or before the IEP meeting date
2) Provide DIS and non-DIS Counseling and consultation.	2a) Provide Counseling/ERICS as mandated in students' IEPs and document in Welligent Service Tracking on at least a weekly basis 2b) Submit SER 310 and 315 reports annotated with corrections on a monthly basis to Specialist 2c) Provide Crisis Intervention, as requested by school/Psychological Services administrator
3) Follow Psychological Services policies with regards to work hours, attendance, absence reporting, timeliness and work duties.	3a) Observe contractual on-site hours 3b) Complete 8 hour obligation daily 3c) Adhere to Psychological Services policy for reporting absences or changes in schedule 3d) Attend all professional development, staff meetings and other meetings at school or District , as assigned 3e) Submit all paperwork on or before due date(s) 3f) Check LAUSD and Welligent email on at least a daily basis
4) Provide Intervention and Learning Support.	4a) Provide support to school administration, as requested, in various intervention strategies such as behavior modification and classroom management techniques and the development of behavior support plans 4b) Participate in and/or contribute to Student Success Team, as requested by school administration
5) Adhere to District guidelines and rubrics with regards to assessments.	5a) Utilize ED rubric to ensure ED cases contain all the required Outcome 18 components 5b) Bring all cases being considered initially for ED, OHI, AUT and/or NPS-RTC to case review
6) An objective based on identified needs of the students served.	This is an area of professional growth where the school psychologist will focus on developing specific technical skills, knowledge base or practices to enhance student outcomes

The above format is required

The Initial Planning Sheet is due to your Specialist no later than Friday, September 11th.