

Establishing a Process for Coordination Between OVR and the LEA

As an effective practice, both the Office of Vocational Rehabilitation (OVR) and the local educational agency (LEA) will identify primary points of contact on or before October 1 for the purpose of exchanging information, communication, collaboration, and coordination of services.

Both OVR and the LEA will exchange information.

- In the Fall, the LEA staff should:
 - ◆ Review caseloads and identify students with disabilities who may need or have requested OVR services and share the names with OVR staff.
 - ◆ Decide which students should have OVR represented at their individualized education program (IEP) meeting, in accordance with the IEP guidelines document, and notify OVR.
- On or before October 1:
 - ◆ OVR will provide a list of students currently participating in services (whether eligible or as potentially eligible).
 - ◆ LEA staff should provide OVR with the students' IEP anniversary dates for planning purposes.

Establish regular days and times to plan and coordinate services.

- Suggested meetings:
 - ◆ Start of School Meet and Greet
 - The Meet and Greet is an opportunity for the OVR counselor to meet with special education teachers, the special education director, and other appropriate LEA personnel and get to know each other or reconnect after the summer break.
 - Ideally, this type of meeting is scheduled in September and would be held in conjunction with other teacher meetings or staffing.
 - ◆ Fall Planning Meeting
 - The Fall Planning Meeting allows designated LEA personnel and OVR staff to conduct strategic planning to increase the coordination of Pre-ETS/OVR transition services and IDEA services. Service flow charts and mapping activities can be completed during this meeting.
 - This meeting would generally occur in the first marking period.
 - ◆ Winter Check-in
 - A Winter Check-in meeting is designed to discuss progress and adjustments needed to continue to build key partnerships.
 - This type of meeting would generally occur at the start of the second semester or end of the second marking period.
 - ◆ Spring Evaluation Meeting
 - A Spring Evaluation meeting is a time for LEA and OVR staff to reflect on the year's progress, determine what practices have been effective, and begin planning for the next school year.
- Each of the meetings are described in more depth in the [OVR – ED – Pre-ETS Guide](#).

