

# Parent Guide

A DCPS Office of Specialized Instruction Guide  
1200 1<sup>st</sup> Street, NE  
Washington, DC 20002

FALL 2014

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# Obtaining an Independent Educational Evaluation (IEE) For Your Child

## Introduction

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### Who is this guide designed to support?

- Parents and Guardians of children who have been approved for a funded Independent Educational Evaluation (IEE).
- Providers who conduct the evaluations by providing information on submitting evaluations to DCPS and receiving payment.

### What information is included in this guide?

- For the parent: Step by step guidelines for obtaining an independent educational evaluation, which includes your responsibilities, understanding the recommended evaluation (s) for your child, and selecting a provider.
- For the provider: Step by step guidelines for DCPS established vendors, which includes requirements of all IEEs, submissions procedures, and process to receive payment.
- Appendix I: SY 09-10 DCPS/Chancellors Approved Rates

### What are the steps to getting a funded Independent Educational Evaluation?

- Receive DCPS approval for a funded Independent Educational Evaluation (IEE)
- Return IEE Acceptance Form to the DCPS representative who authorized the IEE
- Understand what costs are covered
- Understand the type of evaluation recommended for your child
- Locate a provider convenient to you and your child, this provider does not have to be one from the list provided.
- Attend the evaluation
- Give the provider the enclosed invoicing information (For the Provider and Appendix I)
- DCPS follow-up and parent expectations after your child receives an IEE

## Section 1 - For the Parent

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### Step 1 - Receive approval for a funded independent educational evaluation

- If you are receiving this guide, you have also received an approval letter from DCPS to obtain an Independent Educational Evaluation (IEE) for your child at the expense of DCPS. Please retain this approval letter.
- To obtain the evaluation specified in your approval letter, complete the steps in this guide, with special attention paid to Part B as to ensure that all important evaluation submission and billing information for the provider is delivered to them and the invoice is processed by DCPS or the Office of the State Superintendent of Education (OSSE)
- If you have any questions during this process, please contact the DCPS LEA staff person associated with your student (e.g. the Special Education Coordinator, Progress Monitor, or Compliance Case Manager)

### Step 2 - Understand what costs are covered

- A provider conducting a funded Independent Educational Evaluation (IEE) will bill DCPS directly, not you the parent. The provider should bill within the DCPS Assessment Rate Guidelines listed in Appendix I. If you choose a provider not on the IEE vendor list, please make sure the provider accepts DCPS rates found in Appendix 1.
- For low incidence evaluations such as Assistive Technology, Adaptive Physical Education, and Vocational assessments not addressed by the Rate Guidelines in Appendix 1, payment will be rendered on a case-by-case basis in conjunction with DCPS, the OSSE, and the provider involved. DCPS or the OSSE will pay reasonable rates for these assessments.

### Step 3 - Understand the evaluation recommended for your child

Below is a table that outlines evaluations that your child may need. Please look at each evaluation recommended for your child and take note of what is involved and why is it done.

DISCIPLINE	EVALUATION	WHAT'S INVOLVED	WHY IT'S DONE
Audiology	Audiological	Interview and testing of student, including use of audiology booth, collecting information from teachers and parent or guardian.	To assess student's hearing abilities and likely impact of deficits on academic learning.
Audiology	Auditory Processing Disorder (APD)	Interview and testing of student, including use of audiology booth, collecting information from teachers and parent or guardian.	To assess the way in which the student cognitively processes the things they hear.
Psychology	Psychological: Adaptive Functioning component	Interview and observations of student. Administering questionnaires from teachers and parent or guardian	Evaluates daily living skills and level of independence in daily functioning
Psychology	Psychological: Clinical component	Interview and testing of student. Gathering of questionnaires from teachers and interview of parent or guardian	Evaluates social, emotional, and behavior functioning including mood, coping skills, social interaction, and acting out behaviors, amongst other mental and behavioral health concerns.
Psychology	Psychological: Cognitive component	Interview and testing of student. Gathering of questionnaires from teachers and interview with parent or guardian, review of work samples and education records.	Evaluates intellectual functioning and cognitive ability. Tests can include, visual-motor processing, cognitive processing, decision-making, planning & organization skills.
Psychology	Psychological: Educational	Interview, observation and testing of student. Gathering of questionnaires from teachers and parent or guardian, review of work samples and education records.	Assesses academic achievement. Includes reading, math, and written expression abilities.

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DISCIPLINE	EVALUATION	WHAT'S INVOLVED	WHY IT'S DONE
Psychology	Psychological: Comprehensive	Any combination of: Clinical Cognitive Educational	Evaluation in all areas of concern requires a comprehensive assessment of the student.
Psychology	Neurological	Medical exam	Measures neurological function, including muscle strength, how autonomic nerves are functioning, and primary neurological function
Psychology	Neuropsychological	Testing of student and review of education and medical history. Gathering of feedback from teachers and parent or guardian as well as medical caregivers.	Evaluates processing of visual and auditory material. Includes evaluation of profound attention deficits, problem solving, organization, motor functioning, and others areas of cognitive processing believed to result from physical deficits.
Psychology	Psychiatric	Testing of student and review of education and medical history. Gathering of feedback from teachers and parent or guardian as well as medical caregivers.	To diagnose emotional, behavioral or development disorders and determine educational impact
Social	Functional Behavioral Analysis (FBA)	In-classroom observation of student by provider and teachers. Gathering of feedback from teachers and parent or guardian.	Observation and modification to environment and structure to effect change in behavior
Social	Social History	Interview with parent or guardian, and also potentially the student or other relevant persons in the student's life	Evaluates the current and past factors contributing to the student's ability to be successful at school
Speech & Language	Speech & Language	Testing of student, review of education and developmental history, observation and gathering feedback from teachers and parent or guardian.	Assesses articulation, speech intelligibility, voice, fluency, pragmatics, vocabulary, receptive and expressive language

## Parent Guide

DISCIPLINE	EVALUATION	WHAT'S INVOLVED	WHY IT'S DONE
Occupational Therapy	Occupational Therapy	Testing of the student, In-classroom observation, interview of teachers, caregivers, parent/guardian.	To determine skill level and what is needed to develop and sustain the independence of the student through skill acquisition as it relates to motor difficulties, and promote involvement in daily activities.
Physical Therapy	Physical Therapy	Testing of the student, In-classroom observation, gathering feedback from teachers, caregivers, parent or guardian.	To determine skill level and intervention needed to aid the student in rehabilitation for physical manifestations of child's needs.
Assistive Technology	Assistive Technology	Testing of the student, observations, gathering of student, teacher and parent or guardian feedback.	To determine what types of technology the student may require for success at school.
APE	Adapted Physical Education	Testing of the student	To determine what type of support is required for students with special needs in physical activities

## Step 4 - Select and contact a provider

- After you've reviewed the type of evaluation recommended for your child (Step 4) you will need to contact one or more potential providers and schedule an evaluation.

Key things to consider in selecting a provider:

- Capability: Is the provider able to deliver the recommended evaluation?
- Location: Is the provider located somewhere that you can easily get to?
- Availability: Is the provider able to schedule an evaluation session at a time that you can attend and will not delay the process for your child?
- Approval: Is your provider willing to accept DCPS rates for services? Please see Appendix I for rates information for evaluations. If you have any comments, please contact (202) 442-5423.

When you talk to the provider, make sure that you:

- Explain that you have an authorization from DCPS for an Independent Educational Evaluation (IEE). Providers regularly conduct Independent Educational Evaluations when provided with an authorization form and bill DCPS/OSSE directly. If your provider has any questions or concerns have them contact 202.442.5423
- Confirm the specific evaluation the provider will perform
- Schedule a time and date for the evaluation
- Verify that you know where the evaluation will be conducted

The next page lists some local providers in the Washington, DC area as a place to start your search. You may select a provider not on this list, as long as they are qualified to conduct the assessment your child will receive and except the prescribed OSSE rates (See page 18 for rates).

## Psychology

Provider Name	Type of Assessments Conducted
Advent Educational Specialist 202.787.0037	Psychological
H.E.L.P Higher Education Lifts Potential 202.232.1137	Psychological
Joy Nagorniak 3 Washington Circle, NW #406 Washington, DC 20037 202.309.5830	Psychological
Outreach Solutions 14760 Main Street #117 Upper Marlboro, MD 20772 301.574.8027	Psychological
Solutions Educational Consultants 240.274.1497	Psychological
St. John's Community Services 2201 Wisconsin Avenue, NW Washington, DC 20007 301.274.3461	Psychological
Weinfield Education Group 104 Northwood Avenue, Silver Spring, Maryland, 20901 301.681.6233	Psychological

## Speech Language Pathology

C3 Systems 443.404.5101	Speech and Language
Solutions Educational Consultants 240.274.1497	Speech and Language

## Parent Guide

St. John's Community Services 2201 Wisconsin Avenue, NW Washington, DC 20007 301.274.3461	Speech and Language
The Connections Therapy Center 9470 Annapolis Road, Suite 416 Lanham, Maryland 20706 301.577.4333 Fax: 301.577.5180	Speech & Language
Unlimited Expressions (202) 744-8158	Speech & Language

## Physical Therapy

C3 Systems 443.404.5101	Physical Therapy
H.E.L.P Higher Education Lifts Potential 202.232.1137	Physical Therapy
Solutions Education Consultants 240.274.1497	Physical Therapy
St. John's Community Services 2201 Wisconsin Avenue, NW Washington, DC 20007 301.274.3461	Physical Therapy
The Connections Therapy Center 9470 Annapolis Road, Suite 416 Lanham, Maryland 20706 301.577.4333 Fax: 301.577.5180	Physical Therapy
Weinfield Education Group 104 Northwood Avenue, Silver Spring, Maryland, 20901 301.681.6233	Physical Therapy

## Occupational Therapy

C3 Systems	Occupational Therapy
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## Parent Guide

443.404.5101	
H.E.L.P Higher Education Lifts Potential 202.232.1137	Occupational Therapy
Solutions Education Consultants 240.274.1497	Occupational Therapy
St. John's Community Services 2201 Wisconsin Avenue, NW Washington, DC 20007 301.274.3461	Occupational Therapy
The Connections Therapy Center 9470 Annapolis Road, Suite 416 Lanham, Maryland 20706 301.577.4333 Fax: 301.577.5180	Occupational Therapy
Weinfield Education Group 104 Northwood Avenue, Silver Spring, Maryland, 20901 301.681.6233	Occupational Therapy

## Social Work

The Mecca Group, LLC 1629 K Street NW, Suite 300 Washington, DC 20006 202.529.3117	Social History Functional Behavioral Assessment (FBA)
Weinfield Education Group 104 Northwood Avenue, Silver Spring, Maryland, 20901 301.681.6233	Social History Functional Behavioral Assessment (FBA)

## Assistive Technology

Advent Educational Specialist 202.787.0036	Assistive Technology
C3 Systems 443.404.5101	Assistive Technology
Columbia Lighthouse for the Blind 1825 K Street NW Washington, DC 20006 202.454.6400 Fax: 202.454.6401	Assistive Technology
Weinfield Education Group	Assistive Technology

104 Northwood Avenue, Silver Spring, Maryland, 20901  
301.681.6233

### Audiology

<p>Chattering Children 4880 MacArthur Blvd, NW Washington, DC 20007 Phone: 202.333.1403 Fax: 202.333.1404</p>	<p>Auditory Processing Disorder Audiology</p>
<p>Georgetown University Hospital Audiology, Pediatric Kober-Cogan, First Floor 3800 Reservoir Road, N.W. Washington, D.C. 20007 202.687.5176</p>	<p>Auditory Processing Disorder Audiology</p>

### Step 5 - Attend the Evaluation

- Be sure to arrive on time for your scheduled evaluation. When you attend your scheduled evaluation, your provider will interact with you and your child, which may include testing and interviews. Many evaluations take a full day to complete and require your participation.
- At the start of your evaluation, give a copy of the ‘For the Provider’ part of this guide to the provider. The provider must use this section of the guide along with the completed evaluation to ensure timely payment for services.
- For a summary of what’s involved for the specific evaluations recommended for your child, see Step 4 of this guide.

## Step 6 - What follow up to expect from DCPS

- When we receive the completed evaluation report from your selected provider, the DCPS Local Education Agency LEA representative (e.g. the Special Education Coordinator, Progress Monitor, or Compliance Case Manager) assigned to your child will contact you to schedule a review meeting.
- Please also follow up with your DCPS LEA to ensure that the evaluation has been completed and that a review meeting may be scheduled.
- At the review meeting, your child's DCPS LEA representative will discuss the evaluation findings with you and other DCPS and school personnel. If appropriate, an Individual Education Plan (IEP) for your child may also be created or updated.

## Section 2 - For the Provider

### Step 1 – DCPS Requirements for Independent Educational Evaluations (IEEs)

If you are in receipt of this document, you have been asked to complete an Independent Educational Evaluation (IEE) for a DCPS student.

The Individuals with Disabilities Education Act (IDEA), 20 U.S.C. 1400, et seq., mandates that all states and school districts must make available a free and appropriate education to all disabled students between the ages of three and twenty-one. States and school districts must ensure that each student receiving special education services must have an Individual Education Program (IEP) that identifies the special education and related services that must be provided to meet each child’s individual needs.

DCPS requires that all funded IEEs summarize in writing:

- The procedures used
- The assessments used
- Results
- Diagnostic impressions
- Relevant recommendations for meeting identified needs of the student

All funded IEE reports must be completed by a professional who meets the licensure, certification, and credentialing criteria for his or her discipline in Washington, DC, or the locality of practice, or is appropriately supervised by a clinician who does meet these criteria.

For providers working in Washington, DC, these criteria are listed below:

<b>Discipline</b>	<b>Assessments can conduct</b>	<b>Credentials required</b>
Psychologist	Psychological Assessment, Functional Behavior Assessment	DC Department of Health licensure as a psychologist
Social Worker	Social History Assessment, Functional Behavior Assessment	DC Board of Social Work licensure as a social worker
Audiologist	Audiological Assessment, Auditory Processing Disorder Assessment	1) DC Board of Audiology and Speech Language Pathology License, 2) Eligibility for American Speech Hearing Association Certificate of Clinical Competency, 3) OSSE Audiologist

		Certification, 4) Doctor of Audiology or MA/MS in Audiology/Communication Sciences and Disorders
Speech Language Pathologist	Speech Language Assessment, Assessment, Assistive Technology Assessment (depending on referral questions)	1) MA/MS in Communication Sciences and Disorders or Speech Language Pathology, and 2) Eligible for American Speech Hearing Association Certificate of Clinical Competency in Speech Language Pathology
Occupational Therapist	Occupational Therapy Assessment, Assistive Technology Assessment (depending on referral questions)	Licensed by DC Occupational Therapy Board of Licensure
Physical Therapy	Physical Therapy Assessment, Assessment, Assistive Technology Assessment (depending on referral questions)	License by DC Physical Therapy Board of Licensure

All funded IEE reports must be signed, dated, and on appropriate letterhead.

DCPS expects that all IEE reports will contain an educational component, including an observation of the student in his or her educational environment. All reports should be clearly written and include a robust examination of the student and review of all pertinent historical information relating to the student

Upon completion of your report, please follow the billing and payment directions below in order to receive payment.

## Step 2 - Billing Information and Invoicing Process

- Please work with DCPS LEA representative of the DCPS student you have evaluated to determine whether the student attends a Non Public, DCPS-LEA Charter, or DCPS school.
- Per the court order issued in *Petties v. District of Columbia*, civ. Action 95-0148, all payment invoices for DCPS students placed in Non Public schools will be processed by the Office of the State Superintendent of Education (OSSE).
- All payment invoices for students in DCPS schools or DCPS-LEA Charter schools will be processed by DCPS. Details about this distinction may be found at the OSSE website <http://osse.dc.gov> under the section “Special Education.”
- In addition to submitting your report to the appropriate address along with the invoice, you should also provide copies of the report to the parent and appropriate DCPS staff member as described in the authorizing document.

### For students attending DCPS schools and DCPS-LEA Charter Schools

- Please send a complete invoice, a copy of the authorizing letter, and a copy of the evaluation report to DCPS for processing. The invoice must include the student’s name, date of birth, attending school, and DCPS student ID number. If you have any questions prior, please contact 202.442.5423.
  - Billing address for DCPS (Postmarked Invoices via U.S. Mail)  
District of Columbia Public Schools  
Office of the Chief Financial Officer  
P.O. Box 75047  
Washington, DC 20013  
Attn: Special Education Payment Unit
  - Billing address for DCPS (Hand Deliveries/Express Mail)  
District of Columbia Public Schools  
Office of the Chief Financial Officer  
1200 1<sup>st</sup> Street, NE  
11<sup>th</sup> Floor  
Washington, DC 20002  
Attn: Special Education Payment Unit

### For students attending Non Public schools

- Please send a complete invoice, a copy of the authorizing letter, and a copy of the evaluation report to the OSSE for processing. The invoice must include the student’s name, date of birth, attending school, and DCPS student ID #. If you have any questions prior, please contact Yvonne Smith ([yvonne.smith@dc.gov](mailto:yvonne.smith@dc.gov)) or at 202.741.5996.

- Billing address for the OSSE (Postmarked invoices via U.S. Mail):  
Office of State Superintendent of Education  
Non Public Payment Program  
P.O. Box 77167  
Washington, DC 20013-8167
- Billing address for the OSSE (Hand Deliveries/Express Mail):  
Office of State Superintendent of Education  
Non Public Payment Program  
441 4<sup>th</sup> Street NW, Ste. 350 North  
Washington, DC 20001

### Chancellor's Evaluation Rates

- Please see below the approved maximum hourly rates and maximum total rates DCPS or the OSSE will pay for any assessment (*source: July 2008 Blackman Jones Chancellor's Directive*). The specific rate cap for an assessment may also be stipulated on the IEE letter itself for an assessment type not included on the below list. For assessments not on this list, DCPS or the OSSE will pay reasonable costs
  - **Comprehensive Psychological** (cognitive, achievement, social-emotional, possible depression/anxiety): maximum hourly rate: \$99.50, maximum total amount: \$1293.50
  - **Neuropsychological** (cognitive, achievement and comprehensive neuropsychological battery): maximum hourly rate: \$99.50, maximum total amount: \$2,288.50
  - **Psychiatric**: maximum hourly rate: \$163.40, maximum total amount: \$1,634.00
  - **Educational**: maximum hourly rate: \$140.00, maximum total amount: \$980.00
  - **Occupational Therapy**: maximum hourly rate: \$105.57, maximum total amount: \$633.42
  - **Physical Therapy**: maximum hourly rate: \$98.90, maximum total amount: \$395.60
  - **Speech and Language**: maximum hourly rate: \$100.90, maximum total amount: \$807.20
  - **Audiological**: maximum hourly rate: \$88.35, maximum total amount: \$160.00
  - **Social History**: maximum hourly rate: \$80.00, maximum total amount: \$160.00

# Compensatory Education Service Provider List

A DCPS Office of Special Education Guide  
1200 1<sup>st</sup> Street, NE  
Washington, DC 20002

## Overview

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Dear Parent,

Your child has been found eligible to receive independent compensatory education services. These services were awarded as a result of a compensatory education plan authorized by a DCPS Compliance Case Manager or ordered by an independent hearing officer. The duration, intensity, and maximum cost of these services are detailed in the attached authorization letter. These services are rendered outside of the school day and provided at no cost to you.

Below, you will find a list of some local independent related service providers that may be able to provide services to your child. This is not a complete list of providers in the area. You should feel free to choose any provider that you believe will best serve your child, as long as he or she is not employed by the Government of the District of Columbia and works within the guidelines (licensure and cost) contained in the authorization letter. DCPS does not endorse any related service provider or tutor and this guide is merely intended to assist you in locating a provider. You are also able to change providers if you not satisfied with the vendor's services.

In addition to the list of service providers, we have also provided the billing guidelines that your provider must use to receive payment for these services. Providers should bill DCPS directly.

Our team is happy to assist in any way that we can and answer any questions that you may have. If you have any concerns or need any help in this process you may contact the Office of Specialized Instruction at 202.442.5423.

Regards,

The Office of Specialized Instruction – Compliance and Monitoring Team

## Provider Directory

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### Individual Specialized Instruction

Individual specialized instruction is one to one instruction provided by a qualified special educator. Unlike traditional tutoring services which support students in completing assignments, individual specialized instruction services should help a student develop and fine tune his or her basic skills in the core academic areas of reading, math, and written expression.

**Maximum Hourly Rate: \$65.00**

#### Providers

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1. Advent Educational Specialists, Inc.: Ron Mills, 202.787.0036
  - Hours of Operation: Sun-Fri 8:30am-6:30pm
  - Language(s): English
  - Services can be provided at the student's home
2. Capitol Region Children's Center: 202.596.5951 [www.dccrcc.com](http://www.dccrcc.com)
  - Hours of Operation: Based on student's availability 7 days a week
  - Language(s): English
  - Services provided at home to students in DC, PG, Montgomery and Anne Arundel and Fairfax
3. Club Z tutoring: Ron Joiner, 202.269.2718 [www.clubztutoring.com](http://www.clubztutoring.com)
  - Hours of Operation: 9:00am-5:00pm
  - Language(s): English, Spanish, French and German
  - Services can be provided at the student's home
4. C-3 Solutions: Elizabeth Smith, 443.4045101
  - Hours of Operation: 8:00am-6:00pm
  - Language(s): English
  - Services provided at home, closest library or at the school
5. Educational Outreach Solutions: 703.312.5300
  - Hours of Operations: Hours based on student's availability, including weekends
  - Language(s): English and Spanish
6. Fundamentals of Achievement: 202.903.9884
  - Hours of Operations: Sunday – Saturday 8:30am - 8:30pm
  - Language(s): English

7. Future Leaders of America: 240.770.7153 [www.leadersfirst.us](http://www.leadersfirst.us)
  - Hours of Operation: Based on student's availability
  - Language(s): English
  
8. H.E.L.P/ Educational Support Services: Shawn Strader, 202.232.1137
  - Hours of Operation: Monday-Friday; school hours and after school, last client seen at 7pm.
  - Language(s): Spanish, Amharic and French
  
9. Magari: Mr. Fernandez, 202.416.1663
  - Hours of Operation: Monday-Friday 9:00am-5:00pm (office) weekends and evenings available outside office
  - Language(s): English and Spanish
  - Services provided in home; Office two blocks from Foggy Bottom Metro Station
  
10. Newlen Educational Services: 301.599.1673
  - Hours of Operation: Monday-Friday and weekends if requested
  - Language(s): English and Spanish
  - Services can be provided in the student's home
  
11. Pathway to Success: Terrance Jackson, 202.469.0944
  - Hours of Operation: Monday-Saturday Flexible Hours,
  - Language(s): English and Spanish
  - Services can be provided in the student's home; DC and PG County
  
12. Prodigy Student Support Services, 202.510.5192
  - Hours of Operation: Monday-Saturday
  - Language(s): English
  
13. Project MBrace: Ms. Simpson, 202.621.3447
  - Hours of Operation: Monday-Saturday. Flexible Hours
  - Language(s): English
  - Services can be provided in student home

## Occupational Therapy

Occupational Therapy (OT) services may address the functional needs of a child related to the performance of self-help skills, adaptive behavior and play, and sensory, motor, and postural development.

These services are designed to improve the child's functional ability to perform tasks at home, school, and community settings, and may include:

- Identification, assessment, and intervention;
- Adaptation of the environment;
- Selection, design and fabrication of assistive and orthotic devices to facilitate development and promote the acquisition of functional skills;
- Prevention or minimization of the impact of initial or future impairment, delay in development, or loss of functional ability.

In order to perform Occupational Therapy services, a provider must be licensed by the DC Occupational Therapy Board of Licensure.

**Maximum hourly rate: \$105.57**

### Providers

1. Advent Educational Specialists, Inc: Ron Mills, 202.787.0036
  - Hours of Operation: Sunday-Friday 8:30am-6:30pm
  - Language(s): English
  - Services can be provided at the student's home
2. C-3 Solutions: Charles Thomas, 443.404.5101
  - Hours of Operation: 8:00am-6:00pm
  - Language(s): English
  - Services provided at home, closest library or at the school
3. Conaboy and Associates: 202.544.2320 [www.conaboy.com](http://www.conaboy.com)
  - Hours of Operation: Monday-Friday 9:00am-6:00pm, weekends by request
  - Language(s): English
  - Services provided in the office; Union Station metro
4. Skills on the Hill: Kristen Masci, 202.544.5439
  - Hours of Operation: based on student's availability

## Physical Therapy

Physical Therapy services may address the promotion of sensory-motor function through enhancement of musculoskeletal status, neurobehavioral organization, perceptual and motor development, cardiopulmonary status, and effective environmental adaptation.

In order to perform physical therapy, the clinician must be licensed by the DC Physical Therapy Board of Licensure.

**Maximum hourly rate: \$98.90**

### Providers

1. Advent Educational Specialists, Inc: Ron Mills, 202.787.0036
  - Hours of Operation: Sunday-Friday 8:30am-6:30pm
  - Language(s): English
  - Services can be provided at the student's home
2. C-3 Solutions: Charles Thomas, 443.404.5101
  - Hours of Operation: 8:00am-6:00pm
  - Language(s): English
  - Services provided at home, closest library or at the school
3. Conaboy and Associates: 202.544.2320 [www.conaboy.com](http://www.conaboy.com)
  - Hours of Operation: Monday-Friday 9:00am-6:00pm, weekends by request
  - Language(s): English
  - Services provided in the office; Union Station metro
4. Jewel Therapy: Winfield White and Diana Davenport, 301.520.9376
  - Hours of Operation: 3:30pm-5:30pm; Saturdays on request
  - Language(s): English and Spanish (if interpreter is provided)
  - Services provided in student's home
5. Multicultural Rehab, Inc: 301.754.2003 [www.mrehab.com](http://www.mrehab.com)
  - Hours of Operation: Monday-Friday 9:00am-5:00pm
  - Language(s): English and Spanish
  - Services can be provided in the student's home

## Behavioral Support Services

Behavioral support service providers work with children in need of additional support in their social-emotional development. Therapists provide individual and group counseling to students and apply appropriate social skill building activities where necessary. Clinicians may also assist in identifying, mobilizing, and coordinating community resources and services to enable the child and family to receive maximum benefit from services.

A psychologist, social worker, or licensed counselor can provide behavioral support services. The clinician must hold a valid license from the state within which they are practicing.

**Maximum hourly rate: \$99.50**

### Providers

1. Advent Educational Specialists, Inc.: Ron Mills, 202.787.0036
  - Hours of Operation: Sunday-Friday 8:30am-6:30pm
  - Language(s): English
  - Services can be provided at the student's home
2. Capitol Region Children's Center: 202.596.5951 [www.dccrcc.com](http://www.dccrcc.com)
  - Hours of Operation: Based on student's availability 7 days a week
  - Language(s): English
  - Services provided at home to students in DC, PG, Montgomery and Anne Arundel and Fairfax
3. Conaboy and Associates: 202.544.2320 [www.conaboy.com](http://www.conaboy.com)
  - Hours of Operation: Monday-Friday 9:00am-6:00pm, weekends by request
  - Language(s): English
  - Services provided in the office; Union Station metro
4. Crawford Consulting and Mental Health Services: Patrick A. Crawford, 301.341.5111 [www.crawfordconsulting.org](http://www.crawfordconsulting.org)
  - Hours of Operation: Monday-Friday 9:00am-8:30pm; Saturday 9:00am-3:00pm
  - Language(s): English
  - Services provided in office (DC: Anacostia Metro; MD: Cheverly metro)
5. Fundamental of Achievement, 202.903.9884
  - Hours of Operation: Sunday – Saturday 8:30am-8:30pm
  - Language(s): English

## Speech Pathology Services

Speech- Language Pathologists provide therapy in the areas of articulation, fluency, receptive language, expressive language, pragmatics, and voice to assist students with accessing the general education curriculum. Speech – Language Pathologists must hold a license by the DC Board of Audiology and Speech Language Pathology and both of the following credentials:

- A Speech Language Pathologist with a M.Ed., M.S. or M.A. in Communication Sciences Disorders
- A Speech Language Pathologist who holds the Certificate of Clinical Competence (CCC) from the American Speech Language Hearing Association (ASHA) or Clinical Fellow (CF) SLP who is in the process of acquiring their ASHA certification with supervision by a CCC-SLP per ASHA guidelines

**Maximum Hourly Rate: \$100.90**

### Providers

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1. Advent Educational Specialists, Inc.: Ron Mills, 202.787.0036
  - Hours of Operation: Sunday-Friday 8:30am-6:30pm
  - Language(s): English
  - Services can be provided at the student’s home
2. C-3 Solutions: Elizabeth Smith, 443.404.5101
  - Hours of Operation: 8:00am-5:30pm
  - Language(s): English
  - Services provided at home, closest library or at the school
3. On Target Speech and Language Consulting, Bradley M. Zambanini, 888.291.7840 or 202.421.6604  
[www.ontargetspeech.com](http://www.ontargetspeech.com)
  - Hours of Operation: Monday-Friday 8:00am-8:00pm, by appointment
  - Language(s): English
  - Services can be provided in the student’s home or school
4. Outreach Solutions Inc., Mr. Bell, 301.574.8027
  - Hours of Operation: 8:00am-6:00pm
  - Language(s): English
  - Services provided at home, closest library or at the school
5. Unlimited Expressions, Jennifer Brooks, 202.744.8158
  - Hours of Operation: Monday-Friday 8:00am- 6:00 pm
  - Services can be provided at home, closest library or at the school

### **Applied Behavior Analysis (ABA) Providers**

ABA is a research-based methodology that has proven to be effective for children with autism. It is a behavioral based therapy that teaches children basic skills, using discrete trial methods and it can also be used to help children learn language. It can also be effective in decreasing behaviors for children with autism. It is typically used for younger children with autism or for older children who are more impacted by autism. The services are usually provided in the home and there is a parent-training component that can empower parents.

The way that ABA is provided is that there is typically a consultant, who is usually certified in Behavior Analysis and then there are therapists, either college students or graduate students who provide the therapy and work one on one with the kids.

**Maximum Hourly Rate-Direct ABA Therapy: \$65.00**

**Maximum Hourly Rate-ABA Consultation: \$135.00**

### **Providers**

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1. Autism Outreach Inc.: Leslie Smith and Kelli O'Donnell, 703.789-0019 [www.autismoutreach.org](http://www.autismoutreach.org)
  - Hours of Operation: Monday - Friday 8:00am-7:00pm, Saturday by appointment
  - Language(s): English
  - Services can be provided at the student's home
  
2. The Connections Therapy Center, 301.577.4333
  - Language: English

## **Transportation**

DCPS offers transportation assistance for obtaining services that have been authorized per a Settlement Agreement or Hearing Officer Determination. DCPS is able to provide transportation services to assist parents and students with traveling to IEP meetings, comp ed services, evaluation/testing sites and school visits. The private transportation company can complete a round trip service to ensure the parent and student get to their destination in a timely manner, at no cost to the parent. If the parent and/or student prefer to receive transportation assistance in the form of fare cards or bus tokens, DCPS is able to provide assistance with this option as well.

The maximum payment for round trip transportation services by a transportation company inside the Capitol Beltway is \$90.00.

The maximum payment for round trip transportation services by a transportation company outside the Capitol Beltway and within the Washington Metropolitan Area (within 20 miles of 1200 First Street NE) is \$110.00.

Provisions will be made for exceptions such as:

- Handicapped required transportation,
- Medically required transportation supported by a doctors letter, and
- Transportation services outside 30 miles of 1200 First Street NE

A transportation log signed by the parent or student if 16 years or older must be provided. It shall identify the dates and times of transport and must be provided with an invoice from the transportation provider for payment.

Transportation of students by privately owned vehicles (POV) is also reimbursed at the current GSA rate per mile. The reimbursement for POV must be accompanied by a letter identifying the total amount requested for reimbursement, a student attendance report, and a printed copy of a Mapquest or Google report identifying the mileage from the student's home to the school.

Transportation by Metrorail or bus is reimbursed on a one by one basis. A student's attendance report must be provided with a signed letter from the parent/guardian requesting reimbursement.

## Billing guidance

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### Submitting invoices

Vendors should submit the following information when requesting payments or reimbursements from the District of Columbia Public School (DCPS), Office of Special Education:

#### Authorization for completion of service

- Copy the authorization for services such as a settlement agreement (SA), compensatory education authorization letter, Hearing Officer Determination (HOD), or other document extended by an authorized employee of the District of Columbia Public Schools Office of Special Education.

#### A detailed invoice that includes:

- Student's full name, date of birth (DOB), and DCPS ID number
- The completed Compensatory Education Form (page 30) with the parent/guardian signature or student's signature if 16 years of older
- The total cost and time period covered
- The date (s) and hour(s) when the service was provided
- Your W-9 (Corporations or individuals conducting business with the Government of the District of Columbia should submit their fiscal identity with the first invoice.) with a valid current telephone number. If the business uses a PO Box, the vendor still needs to list a physical address on W-9 form. The W-9 form should be submitted once with the first invoice.

#### All invoices should be submitted to the following address.

##### By Mail:

DCPS Office of the Chief Financial Officer,  
P.O. Box 75047  
Washington, DC 20013  
Attn: Special Education Payment Unit

##### By Hand delivery

DCPS Office of the Chief Financial Officer,  
1200 1ST Street, 11th Floor  
Washington, DC 20002  
Attn: Special Education Payment Unit

