

4 Nonpublic Agency (NPA) | SUPPORTS

Behavioral Intervention Supports Only

PRE-REFERRAL

Local Education Agency (LEA) Responsibility

1. Convene an Individualized Education Program (IEP) meeting to document the team's decision to refer the student for behavioral intervention supports.
2. Complete the *Authorization for Use and/or Disclosure of Information* form ([D/M 63](#)) and obtain the parent/guardian signature. Specify the receiving agency's name, if known. If not, leave the field blank.

REFERRAL PROCEDURES

Forward the following completed documents to the attention of the Program Manager, Due Process at the SELPA.

- ✎ Cover letter requesting the addition of Nonpublic Agency (NPA) behavioral intervention supports and the name of the selected NPA
- ✎ [D/M 63](#) *Authorization for Use and/or Disclosure of Information* form
- ✎ IEP or IEP Addendum dated within one year referring the student for behavioral intervention supports that includes the NPA on the service line with a start date
- ✎ Psycho-educational evaluation dated within three years of the referral for behavioral intervention supports
- ✎ Other assessments (private evaluations)
- ✎ Behavior plans (original and revised versions)
- ✎ Incident reports
- ✎ Discipline reports/log

Timeline for Assessment

An assessment is not required.

Timeline for Services

Within five business days of receipt of the completed referral packet, the Program Manager, Due Process at the SELPA will develop an Individual Service Agreement (ISA) for the NPA to begin services. The ISA will be forwarded to the appropriate NPA for signature.

Upon receipt of the signed ISA, the SELPA will forward the referral packet to the appropriate NPA to initiate services. The NPA will not begin services until the agency has a signed ISA for the student.