

## **INDEPENDENT EDUCATION EVALUATION (IEE) - SPECIAL EDUCATION 342.1**

The Director of Pupil Services shall administer the School District of Phillips' policy as well as reasonable and customary District practices involving Independent Educational Evaluations (IEE).

District Criteria for Obtaining an IEE at Public Expenses:

1. The parent must submit to the District a written request for an IEE. Requests should include an explanation of their reasons for disagreeing with the District's evaluation, the area of disability(ies) which should be evaluated, and a description that specifies the IEE is being requested (i.e., tests, instruments, and/or performances). However, the District will not deny parents a publicly funded IEE because they fail to provide the District with such a written reason for requesting an IEE.
2. Upon receipt of parental request for an IEE, a determination will be made as to whether the District will initiate a hearing to establish the appropriateness of its evaluation or proceed with procuring an IEE within fifteen (15) business days from the date the District receives the request.
3. If the District decides to procure an IEE for the parent, the District's written response will contain the following:
  - a) The District will provide a listing of the names and addresses of IEE examiners for the type of eligible assessment. The list will identify those IEE examiners who, in the District's judgment, are qualified to perform the evaluation requested by the parents. Parents may select an examiner who is not on the list; however, parents must ensure that the IEE meets the District's criteria should they request a publicly funded IEE.
  - b) A description of the District's criteria for selection of IEE examiners.
  - c) A summary of maximum allowable cost (Exhibit A) and a copy of the Request for Payment (Exhibit B).
4. Minimum qualifications for approved publicly funded IEE examiners include the following:
  - a) The prospective IEE examiner and/or medical personnel must be eligible for license by the State of Wisconsin in the appropriate field. Upon request, the examiner shall submit state certification to the Director of Pupil Services. Failure to submit qualification documentation will be sufficient reason for the District to reject the examiner as a qualified individual to conduct an IEE at public expense.
  - b) The examiner fees shall not exceed reasonable and customary cost of the District or other local public agencies as established in Maximum Costs (Exhibit A).
  - c) The examiner shall not be an employee of the School District of Phillips.

- d) The examiner shall have no past or present employment or be related to the student, family or extended family.
  - e) The examiner must be permitted to directly communicate and share information with the members of the IEP Team. The examiner must also agree to release the assessment and results, including parent and teacher surveys, prior to receipt of payment for services.
  - f) The examiner will complete an onsite observation when required by statute.
  - g) The examiner will meet with the appropriate district specialist and classroom teacher(s) for the purpose of sharing results, at the District's request.
  - h) Prospective examiners with credentials other than those listed above will not be approved unless the parent can show substantial circumstances which justify a publicly funded IEE by an examiner who does not meet the District's criteria.
  - i) The maximum allowable cost for an examiner will be an aggregate of units, not to exceed \$1,000.00. Claims shall be submitted on the District approved 'Request for Payment' form (Exhibit B). Signed claims for payment will be itemized in fifteen (15) minute units. Date, time, and purpose shall be recorded with each unit.
5. The District will permit a parent to present written justification of other factors that make extraordinary cost, which exceeds the reasonable and customary local public cost, necessary to complete an IEE. If in the District's sole judgment, there is not justification for the excess cost, the cost of the IEE will be funded up to the district's reasonable and customary public cost. The parent shall be responsible for any remaining costs, including transportation, lodging and meals as part of the IEE. When a third party carrier will cover all or partial cost of the IEE, the District will request that the parent bill the third party carrier. However, a parent need not bill a third party carrier to cover the IEE cost if such action would result in a financial cost to the parent, such as an increase in premiums, the discontinuance of the policy, a decrease in available lifetime coverage, or an out-of-pocket cost such as payment of a deductible.
6. In the event the IEE is ordered by an Administrative Law Judge as part of a due process hearing or as part of a mediation process, the qualifications of the examiner and the cost to be reimbursed by the District may be modified.

*LEGAL REF.: Individuals with Disabilities Education (IDEA). Sec. 34 C.F.R. s300.502 (1999)  
Wisconsin Statutes s. 115.80, 115.797*

*Approved: 08/20/01*

**INDEPENDENT EDUCATIONAL EVALUATION (IEE)**  
Maximum Costs

**342.1 Exhibit A**

Single evaluations will be limited to the following schedule of cost, based on the Wisconsin Medicaid Fee Schedule. These fees are updated annually by Wisconsin Medicaid.

Evaluation	Unit Cost (unit costs are based on 15 minute increments)
Behavioral Disability	\$21.91
Cognitive Disability or Autism	\$21.91
Emotional (Social/Behavioral/Autism/Adaptive) Disability	\$21.91
Hearing Impaired	\$24.44
Learning Disability	\$21.91
Other Health Impairment or Traumatic Brain Injury	\$21.91
Orthopedic Impairment	\$21.91
Speech & Language Impairment	\$24.44
Visual Impairment	\$21.91
Assistive Technology	\$21.91
Audiology	\$24.44
Nursing	\$11.76
Psychology	\$21.83
Social Work	\$21.05

The examiner shall contact the Director of Pupil Services prior to beginning the evaluation for the purpose of determining the unit cost for the IEE. The examiner shall submit certification to the Director of Pupil Services. All unit costs will be pro-rated by administrators per the Independent Educational Evaluation maximum cost schedule. Failure to submit qualification documentation will be sufficient reasons for the District to reject the examiner as a qualified examiner to conduct an IEE at public expense.

**INDEPENDENT EDUCATIONAL EVALUATION (IEE)  
Request for Payment**

**342.1 Exhibit B**

Student: \_\_\_\_\_  
 Parent(s): \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Parent Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Grade: \_\_\_\_\_  
 School: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_

Date	Time (15 minute units)	Purpose/Procedure/Item	Unit Cost

The examiner shall contact the Director of Pupil Services prior to beginning the evaluation for the purpose of determining the unit cost for the IEE. Unit rates are subject to training and experiences consistent with District personnel practices. The examiner shall submit transcript, certification, and experience verification to the Director of Pupil Services. All unit costs will be pro-rated by administrators per the Independent educational evaluation maximum cost schedule. Failure to submit qualified documentation will be sufficient reason for the District to reject the examiner as a qualified examiner to conduct an IEE at public expense.

The School District of Phillips reserves the right to investigate an examiner, IEE and/or claim prior to making payment.

I verify the above factual information (date, time, item and unit cost).

\_\_\_\_\_  
 Provider Signature

\_\_\_\_\_  
 Parent Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date