

WEBS REFERRAL PROCESS

1. Contact behavior specialist for behavior consultation prior to seeking WEBS program placement. Interventions implemented should be attempted and modified as necessary for at least 4-6 weeks prior to notifying building principal and school psychologist of possible need for WEBS placement.
2. Notify **building principal** and **school psychologist** of possible need for placement. It should be noted that **only school psychologists have access to the WEBS referral e-form.**
3. **School psychologist completes WEBS placement referral e-form.** If student is being referred to WEBS, all of the above criteria must be met and data supporting a placement in a highly restrictive behavioral environment must be available.
4. Meeting with school staff only to review/complete eligibility form. This meeting will include a review of the data that has been gathered, and to ensure all stakeholders have exhausted every measure available for the promotion of increasingly positive student behavior.
5. WEBS staff observes student at home school. Preferably, this should occur in the setting that the student typically exhibits the most severe maladaptive behavior.
6. If it is determined that the WEBS program is a necessary measure for student success, a WEBS placement/IEP team meeting will be held in order to: 1.) Formalize WEBS placement, 2.) Complete WEBS certification of eligibility, 3.) Plan for student transition, and 4.) Acquire school academic/health records. Any relevant information, student documentation, etc. should be transferred to WEBS staff during this meeting.
7. IEP meeting will be held in order to transition student to WEBS. **Referring school - please observe the document "IEP Section Designations for WEBS New Student Intake." This document outlines responsibilities for IEP completion.**
8. Student transitions to WEBS at the agreed upon date. We ask for a **minimum of five school days** to prepare for student transition.