

DEPARTMENT OF HEALTH SERVICES ANNUAL NOTICE OF SPECIAL EDUCATION REFERRAL AND EVALUATION PROCEDURES

This publication is also available in Spanish.

Upon request, the Department of Health Services is required to evaluate a student placed in the institution for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the student has a disability, and if the student needs special education services.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a student, residing in the institution brought to him or her for services, is a child with a disability, has a legal duty to refer the student to the facility in which the student resides. Before referring the student, the person making the referral must inform the student's parent that the referral will be made.

Others, including parents, who reasonably believe a student residing in the institution is a child with a disability, may also refer the student to the facility in which the student resides.

Referrals must be in writing and include the reason why the person believes the student is a child with a disability. A referral may be made by contacting the staff listed below for each facility:

- Central Wisconsin Center (CWC) – Lisa Eberle at 608-301-1803, or by writing her at 317 Knutson Dr., Madison, WI 53704.
- Northern Wisconsin Center (NWC) – Jackie Neurohr at 715-723-5542, or by writing her at 2820 E. Park Ave., Chippewa Falls, WI 54729.
- Mendota Mental Health Institute (MMHI) – Brett Ritz at 608-301-1193, or by writing him at 301 Troy Dr., Madison, WI 53704.
- Winnebago Mental Health Institute (WMHI) – Karen Kapocius at 920-235-4910, or by writing her at PO Box 9, Winnebago, WI 54985.
- Wisconsin Resource Center (WRC) – Emily Propson at 920-426-4310, or by writing her at PO Box 16, Winnebago, WI 54985-0016.



**STATE OF WISCONSIN
DEPARTMENT OF HEALTH SERVICES**
Division of Long Term Care
Division of Mental Health and Substance Abuse Services
P-00194 (01/2019)