

College of Education and Human Development Division of Special Education and disAbility Research

Summer 2021 EDSE 662 657: Consultation and Collaboration CRN: 44363, 3 – Credits

Instructor: Carmen Rioux-Bailey	Meeting Dates: 5/19/21 – 07/21/21
Phone: 202-302-3223	Meeting Day(s): Wednesday
E-Mail: criouxba@gmu.edu	Meeting Time(s): 5 pm – 9 pm
Office Hours: By phone or Zoom	Meeting Location: N/A; Online
Office Location: N/A	Other Phone: N/A

Note: This syllabus may change according to class needs. Teacher Candidates/Students will be advised of any changes immediately through George Mason e-mail and/or through Blackboard.

Prerequisite(s):

Teaching licensure, or enrollment in graduate degree program in education

Co-requisite(s):

None

Course Description

Provides professionals in special education, regular education, and related fields with knowledge and communication skills necessary for collaborative consultation and technical assistance to other educators and service providers.

Advising Contact Information

Please make sure that you are being advised on a regular basis as to your status and progress in your program. Students in Special Education and Assistive Technology programs can contact the Special Education Advising Office at 703-993-3670 or speced@gmu.edu for assistance. All other students should refer to their assigned program advisor or the Mason Care Network (703-993-2470).

Advising Tip

Did you know that to receive your teaching license you need to submit your request to VDOE? Depending on your situation, you can either submit your paperwork to VDOE through your

county HR office or through GMU. For instructions, visit http://cehd.gmu.edu/teacher/instructions.

Course Delivery Method

Learning activities include the following:

- 1. Class lecture and discussion
- 2. Application activities
- 3. Small group activities and assignments
- 4. Video and other media supports
- 5. Research and presentation activities
- 6. Electronic supplements and activities via Blackboard

This course will be delivered online (76% or more) using an asynchronous format via the Blackboard Learning Management system (LMS) housed in the MyMason portal. You will log in to the Blackboard (Bb) course site using your Mason email name (everything before @masonlive.gmu.edu) and email password. The course site will be available on Tuesday, 5/18.

Under no circumstances, may candidates/students participate in online class sessions (either by phone or Internet) while operating motor vehicles. Further, as expected in a face-to-face class meeting, such online participation requires undivided attention to course content and communication.

Technical Requirements

To participate in this course, students will need to satisfy the following technical requirements:

 High-speed Internet access with standard up-to-date browsers. To get a list of Blackboard's supported browsers see: <u>Browser support</u> (<u>https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support#support</u> <u>rted-browsers</u>)

To get a list of supported operation systems on different devices see: <u>Tested devices</u> <u>and operating systems</u> (<u>https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support#tested</u> <u>-devices-and-operating-systems</u>)

- Students must maintain consistent and reliable access to their GMU email and Blackboard, as these are the official methods of communication for this course.
- Students may be asked to create logins and passwords on supplemental websites and/or to download trial software to their computer or tablet as part of course requirements.
- The following software plug-ins for PCs and Macs, respectively, are available for free download:

o <u>Adobe Acrobat Reader (https://get.adobe.com/reader/)</u>

- <u>Windows Media Player (https://support.microsoft.com/en-us/help/14209/get-windows-media-player)</u>
- o <u>Apple Quick Time Player (www.apple.com/quicktime/download/)</u>

Expectations

• Course Week:

Because asynchronous courses do not have a "fixed" meeting day, our week will start on 5/19 and finish on 7/21. Our course week will begin on the day that our synchronous meetings take place as indicated on the Schedule of Classes.

• Log-in Frequency:

Students must actively check the course Blackboard site and their GMU email for communications from the instructor, class discussions, and/or access to course materials at least 2 times per week. In addition, students must log-in for all scheduled online synchronous meetings. Failure to attend synchronous meetings will result in a 7-point final grade reduction for each session missed.

• Participation:

Students are expected to actively engage in all course activities throughout the semester, which includes viewing all course materials, completing course activities and assignments, and participating in course discussions and group interactions.

• Technical Competence:

Students are expected to demonstrate competence in the use of all course technology. Students who are struggling with technical components of the course are expected to seek assistance from the instructor and/or College or University technical services.

• Technical Issues:

Students should anticipate some technical difficulties during the semester and should, therefore, budget their time accordingly. Late work will not be accepted based on individual technical issues.

• Workload:

Please be aware that this course is NOT self-paced or on-demand! Students are expected to meet *specific deadlines* and *due dates* listed in the Class Schedule section of this syllabus. It is the student's responsibility to keep track of the weekly course schedule of topics, readings, activities and assignments due.

• Instructor Support:

Students may schedule a one-on-one meeting by phone or Zoom to discuss course requirements, content or other course-related issues.. Students should email the instructor to schedule a one-on-one session, including their preferred meeting method and suggested dates/times.

• Netiquette:

The course environment is a collaborative space. Experience shows that even an innocent remark typed in the online environment can be misconstrued. Students must always re-read their responses carefully before posting them, so as others do not consider them as personal offenses. *Be positive in your approach with others and diplomatic in selecting your words*. Remember that you are not competing with

classmates but sharing information and learning from others. All faculty are similarly expected to be respectful in all communications.

• Accommodations: Online learners who require effective accommodations to ensure accessibility must be registered with George Mason University Disability Services.

Learner Outcomes

Upon completion of this course, teacher candidates/students will be able to:

- 1. Define collaboration, consultation, and teamwork and explain the essential characteristics of each;
- 2. Identify variables that may facilitate or constrain participation in collaboration, consultation, or teamwork settings;
- 3. Demonstrate communication skills of listening, avoiding communication roadblocks, dealing with resistance, being appropriately assertive, and resolving conflicts;
- 4. Apply problem-solving techniques in collaborating with professional colleagues, parents, and related and ancillary personnel to provide for students' learning and behavioral needs;
- 5. Develop self-assessment techniques for improving consultative and collaboration skills.
- 6. Plan activities that implement effective consultation and collaboration techniques.
- 7. Develop an Individualized Education Plan

Professional Standards

(Council for Exceptional Children [CEC] and the Interstate Teacher Assessment and Support Consortium [InTASC]). Upon completion of this course, students will have met the following professional standards: CEC Standard 1: Learner Development and Individual Learning Differences (InTASC 1,2); CEC Standard 3: Curricular content knowledge (InTASC 4,5); CEC Standard 5: Instructional planning and strategies (InTASC 7,8); CEC Standard 6: Professional learning and ethical practice (InTASC 9) & CEC Standard 7: Collaboration (InTASC 10).

Evidence-Based Practices

This course will incorporate the evidence-based practices (EBPs) relevant to communication, collaboration, and consultation. Evidence for the selected research-based practices is informed by meta-analysis, literature reviews/synthesis, the technical assistance networks which provide web-based resources, and the national organizations whose mission is to support students with disabilities. We address both promising and emerging practices in the field of special education. This course will provide opportunities for teacher candidates/students to take an active, decision-making role to thoughtfully select, modify, apply, and evaluate EBPs in order to improve outcomes for students with disabilities.

Required Texts (there are 2)

- Friend & Cook, Interactions: Collaboration Skills for School Professionals (2017, 8th ed.). Boston, MA: Pearson. ISBN 9780134168548
- Gibb & Dyches, *Guide to Writing Quality Individualized Education Programs* (2016, 3rd ed.). Boston, MA: Pearson. ISBN 9780133949520

Recommended Texts

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <u>https://doi.org/10.1037/0000165-000</u>

Required Resources

Know how to use Zoom!

Additional Readings

As assigned on Blackboard

Course Performance Evaluation

Students are expected to submit all assignments on time in the manner outlined by the instructor (e.g., Blackboard, VIA, hard copy).

VIA Performance-Based Assessment Submission Requirement

It is critical for the special education program to collect data on how our students are meeting accreditation standards. Every teacher candidate/student registered for an EDSE course with a required Performance-based Assessment (PBA) is required to upload the PBA to VIA (regardless of whether a course is an elective, a one-time course or part of an undergraduate minor). A PBA is a specific assignment, presentation, or project that best demonstrates one or more CEC, InTASC or other standard connected to the course. A PBA is evaluated in two ways. The first is for a grade, based on the instructor's grading rubric. The second is for program accreditation purposes. Your instructor will provide directions as to how to upload the PBA to VIA.

For EDSE 662, the required PBA is Individualized Education Program Project. Please check to verify your ability to upload items to VIA before the PBA due date.

Assignments and/or Examinations

Performance-based Assessment

(VIA submission required)

Assignments \rightarrow Individualized Education Program Project - CAEP Assessment). For EDSE 662, the required PBA is Individualized Education Program Project. Please check to verify your ability to upload items to Tk20 before the PBA due date

College Wide Common Assessment (VIA submission required)

In the Individualized Education Program assignment/project, EDSE 662 candidates demonstrate:

• Their abilities to develop the critical components of an Individualized Education Program (IEP) for a student with a mild to moderate exceptional learning need and

 Understanding of how these components come together to build a framework for the K-12 student subject's educational program. This project is introduced in the section below, "Major Learning Activities". The full project description and accompanying supporting materials, including the project assessment rubric, are posted on the course Blackboard site (Assignments → Individualized Education Program Project - CAEP Assessment).

Performance-based Common Assignments

(No VIA submission required) N/A

Other Assignments

Code of Ethics Assignment. See Blackboard for Rubric

- Review the GMU CEHD Professional Dispositions at <u>http://cehd.gmu.edu/teacher/professional-disposition</u> and the CEC Special Education Professional Ethical Principles at <u>https://www.cec.sped.org/Standards/Ethical-Principles-and-Practice-Standards</u>
- 2. Then reflect upon all you've learned about students, families, instruction, and collaborative practices in your program and work-related experiences. Develop a minimum of 10 professional ethics that you will strive to honor and abide by as you work in the field of special education and that represent your core values and beliefs about stakeholders, practices, and non-negotiables. Each ethic should have a thorough rationale accompanying it. You do not need to cite specific research, but it should be clear to the reader that your values are informed by your studies and professional experiences. This paper should have an introduction and conclusion in narrative format and individual ethics may be presented in an expanded list form. Your paper will be approximately 5-8 single-spaced pages in length, in APA format.

Assignment Summary

IEP Assignment: 40 points Code of Ethics: 20 points 4 Quizzes: 20 points 4 Reflections: 20 points Total = 100 points

Course Policies and Expectations

Attendance/Participation

Attendance for 3 Zoom sessions and group participation on final project is mandatory. There is a significant grade penalty for missing a Zoom class.

Late Work

- All assignments are required to be completed and submitted on time.
 - Students must notify the instructor in advance of assignment deadlines if requesting an extension. Extensions will be granted for **one** week for **one** assignment only, and there will be no extensions past the course end date.

Grading

95-100% = A90-94% = A-84-89% = B83-79% = C< 79% = F

*Note: The George Mason University Honor Code will be strictly enforced. See <u>Academic</u> Integrity Site (https://oai.gmu.edu/) and <u>Honor Code and System</u>

(<u>https://catalog.gmu.edu/policies/honor-code-system/</u>). Students are responsible for reading and understanding the Code. "To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set forth this honor code: Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work." Work submitted must be your own new, original work for this course or with proper citations.

Professional Dispositions

Students are expected to exhibit professional behaviors and dispositions at all times. See <u>Policies</u> and <u>Procedures (https://cehd.gmu.edu/students/polices-procedures/)</u>. Students are expected to exhibit professional behaviors and dispositions at all times. In the College of Education and Human Development, dispositions are formally and separately evaluated in at least two points in each student's program – a self-evaluation at the start of their program, and a university supervisor's evaluation during internship. In special education licensure programs, the self-evaluation is an online survey distributed via email upon program entry for graduate students and within initial courses (EDSE 241, EDSE 361, and EDSE 311) for undergraduate students. When dispositions are assessed, it is important that for areas where a positive disposition is 'occasionally evident' or 'rarely evident,' the student takes steps to grow as an educator. See https://cehd.gmu.edu/epo/candidate-dispositions.

Class Schedule

*Note: Faculty reserves the right to alter the schedule as necessary, with notification to students.

Class Session	Topic/Learning Experiences	Do This: Readings and Assignments (complete <i>after</i> this session;(to be turned in <i>on or before</i> this session)
1 5/19	Zoom Session 1: Mandatory Attendance 6pm. Zoom info under Syllabus tab on Bbd	Friend and Cook Chapters 1 and 2 Quiz 1 Reflection 1
	Overview of Consultation, Collaboration, and Teamwork Collaborative Work Styles	
2 5/26	Collaborative Work Styles in Action With whom do we collaborate? Professional Ethics and HLPs	Friend and Cook Chapters 7, 10 Quiz 2 Reflection 2
3 6/2	Preventing and Managing Conflict with Stakeholders pt. 1	Friend and Cook Chapters 3, 4, 12 Quiz 3
4 6/9	Preventing and managing Conflict pt. 2 Consultation and Coteaching	Friend and Cook Chapters 8, 9 Ethics Paper Due
5 6/16	Diversity, Equity and Cultural Competence	Friend and Cook Chapters 5 Quiz 4 Reflection 3
6 6/23	Collaborating with Families and Students	Chapter 10 Reflection 4
7 6/30	Legal Imperatives for Collaboration Writing SMART Goals	Gibb and Dyches: Whole Book Read IEP assignment carefully (in assignments tab)
8 7/7	Zoom Session 2: Mandatory Attendance 6pm	Gibb and Dyches: Whole Book
	Guest Speaker: Chris Nace on IEPs, Due Process, and lessons learned about collaboration	Friend and Cook Chapter 5
9 7/14	Collaborative IEPs (complete individually, in partners, or small groups	

10	Zoom Session 3: Mandatory	Collaborative IEP assignment submitted	
7/21	Attendance: 6 pm	to TK20 by this class session date	
	Collaborative IEP due and submitted to TK20	Final reflection	

Core Values Commitment

The College of Education and Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles: See <u>Core Values</u> (<u>http://cehd.gmu.edu/values/)</u>.

GMU Policies and Resources for Students

Policies

- Students must adhere to the guidelines of the Mason Honor Code.See <u>Honor Code and</u> <u>System (https://catalog.gmu.edu/policies/honor-code-system/)</u>.
- Students must follow the university policy for Responsible Use of Computing. See <u>Responsible Use of Computing (http://universitypolicy.gmu.edu/policies/responsible-use-of-computing/</u>).
- Students are responsible for the content of university communications sent to their Mason email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students solely through their Mason email account.
- Students with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor. See <u>Disability Services (https://ds.gmu.edu/</u>).
- Students must silence all sound emitting devices during class unless otherwise authorized by the instructor.

Campus Resources

- Support for submission of assignments to either Tk20 or VIA should be directed to https://cehd.gmu.edu/aero/assessments/
- Questions or concerns regarding use of Blackboard should be directed to <u>Blackboard</u> <u>Instructional Technology Support for Students (https://its.gmu.edu/knowledgebase/blackboard-instructional-technology-support-for-students/)</u>.

Notice of mandatory reporting of sexual assault, interpersonal violence, and stalking:

- As a faculty member, I am designated as a "non-confidential employee" and must report all disclosures of sexual assault, interpersonal violence, and stalking to Mason's Title IX Coordinator per University Policy 1202. If you wish to speak with someone confidentially, please contact one of Mason's confidential resources, such as Student Support and Advocacy Center (SSAC) at 703-380-1434 or Counseling and Psychological Services (CAPS) at 703-993-2380. You may also seek assistance from Mason's Title IX Coordinator by calling 703-993-8730, or emailing the <u>Title IX Coordinator</u> (titleix@gmu.edu).
- For information on student support resources on campus, see <u>Student Support</u> <u>Resources on Campus</u> (<u>https://ctfe.gmu.edu/teaching/student-support-resources-on-campus</u>).
- For additional information on the College of Education and Human Development, please visit our website <u>College of Education and Human Development (http://cehd.gmu.edu/)</u>.

Appendix Assessment Rubric IEP Assignment

EDSE 662	Does Not Meet	Meets	Exceeds
CAEP Assessment	Expectations	Expectations	Expectations
	1	2	3
Present Levels of	Candidate writes a	Candidate interprets	Candidate interprets
Performance	present levels of	information from formal and	information from formal and
1 erformanee	performance statement	informal assessments to	informal assessments to write
CEC/IGC	that:	write appropriate, relevant	appropriate, relevant present
Standards	◦ lacks consistent links	present levels of	levels of performance
1 & 4	to evaluations and	performance statement with:	statement with:
1 & 4	assessments and/or	o clear links to evaluations	 clear links to evaluations and
Candidate	○ fails to include	and assessments (such as	assessments (such as
understands how	educational	interviews, observations,	interviews, observations,
exceptionalities	implications of the	standardized tests),	standardized tests),
may interact with	student's	\circ description of educational	\circ description of educational
development and	exceptionality, and/or	implications of the	implications of the
learning and uses	 fails to consider variations in beliefs, 	characteristics of various exceptionalities, sensory	characteristics of various exceptionalities, sensory
this knowledge to	traditions, and values	impairments (as	impairments (as applicable),
provide	across and within	applicable), and	and
meaningful and	cultures.	\circ description of variations in	• description of variations in
challenging	Candidate fails to	beliefs, traditions, and	beliefs, traditions, and values
learning	demonstrate respect	values across and within	across and within cultures
experiences for	for the student by using	cultures (as applicable).	(as applicable).
individuals with	biased and negative	• Candidate uses unbiased and	Candidate uses unbiased and
exceptionalities.	language.	objective language.	objective language.
···· · I ·····		Candidate includes	Candidate includes
Candidate uses	evidence of the	description of the similarities	description of the similarities
multiple methods	similarities and	• and differences between the	and differences between the
of assessment and	differences between the student's development	student's development and	student's development and typical human development.
data sources in	and typical human	typical human development.	 Candidate describes strengths
making	development.		and areas in need of
educational	Candidate includes		improvement in relation to
decisions.	irrelevant information		Virginia Standards of
	statements.		Learning.
Measurable	Candidate fails to	Candidate demonstrates an	Candidate demonstrates an
Annual Goals	demonstrate an	understanding of the models	understanding of the models
Timuur Oouis	understanding of the models	and theories related to	and theories related to
CEC/IGC Standard	and theories related to	instructional planning by	instructional planning by
3	instructional planning by	writing age and ability	writing age and ability
C .	writing annual goals that are	appropriate annual goals	appropriate annual goals that:
Candidate uses	not priorities and/ OR do	that:	\circ are measurable,
knowledge of	not reflect present levels of	o are measurable,	\circ are and based upon the
general and	performance and/ OR lack	 reflect present levels of 	scope and sequence of the
specialized	direction for student growth.	performance, and o show direction for student	Virginia Standards of Learning (as appropriate),
curricula to		growth.	\circ reflect present levels of
individualize		 Candidate writes goals that 	performance, and
learning for		focus on both decreasing	\circ show emphasis on increasing
individuals with		and/or increasing learner	skills and/or positive
exceptionalities.		behaviors.	behaviors.
		Candidate demonstrates	Candidate demonstrates
		consideration of variations in	consideration of variations in
		beliefs, traditions, and values	beliefs, traditions, and values
		across and within cultures	across and within cultures
		(as appropriate) while	while integrating affective,
	<u> </u>	integrating affective, social,	

EDSE 662	Does Not Meet	Meets	Exceeds
CAEP Assessment	Expectations	Expectations	Expectations
CALI Assessment	1	2	
	Ĩ	and life skills with academic	social, and life skills with
		curricula.	academic curricula.
EDSE 662	Does Not Meet	Meets	Exceeds
CAEP Assessment	Expectations	Expectations	Expectations
Short Term	1 Candidate fails to	2 Candidate demonstrates an	 Candidate demonstrates an
Objectives or Benchmarks CEC/IGC Standard 3 Candidate uses knowledge of general and specialized curricula to individualize learning for individuals with exceptionalities.	 demonstrate an understanding of the models and theories related to instructional planning by writing individualized learning objectives/benchmarks that: are not directly related to the annual goals OR are not sequentially age and ability appropriate OR utilize learner criteria that are inappropriate to task performance. 	 understanding of the models and theories related to instructional planning by writing individualized learning objectives/benchmarks that relate to an annual goal AND are sequential age and ability appropriate AND include the condition, measurable and observable learner behavior and verifiable criteria. Candidate demonstrates consideration of variations in 	 understanding of the models and theories related to instructional planning by writing individualized learning objectives/benchmarks that relate to an annual goal AND are sequential age and ability appropriate AND include the condition, measurable and observable learner behavior and verifiable criteria AND a statement of generalization AND a statement of maintenance. Candidate demonstrates consideration of variations in beliefs, traditions, and values across and within cultures (as
Services, Least Restrictive Environment (LRE), Placement CEC/IGC Standard 1 Candidate understands how exceptionalities may interact with development and learning and uses this knowledge to provide meaningful and challenging learning experiences for individuals with exceptionalities.	Candidate lists program or primary related services that do not or inconsistently align with areas of need based on present levels of performance.	 and life skills with academic criteria. Candidate lists appropriate program and primary services and related services (as appropriate) that: demonstrate an understanding of the continuum of placement and services available for individuals with exceptional learning needs, and the concept of the least restrictive environment and consistently align with the individual's areas of need based on present levels of performance as well as the supports needed to be successful in the LRE. Candidate includes the following: location frequency setting duration start and end dates. 	 appropriate) while integrating affective, social, and life skills with academic criteria. Candidate lists appropriate program and primary services and related services (as appropriate) that: demonstrate an understanding of the continuum of placement and services available for individuals with exceptional learning needs, and the concept of the least restrictive environment and consistently align with the individual's areas of need based on present levels of performance as well as the supports needed to be successful in the LRE. Candidate includes the following: location frequency setting duration start and end dates.

EDSE 662	Does Not Meet	Meets	Exceeds
CAEP Assessment	Expectations	Expectations	Expectations
	1	2	3
			the rationale for any activities in which the student cannot participate.

EDSE 662	Does Not Meet	Meets	Exceeds
CAEP Assessment	Expectations 1	Expectations 2	Expectations 3
Participation in State Assessments CEC/IGC Standard 3 Candidate uses knowledge of general and specialized curricula to individualize learning for individuals with exceptionalities.	Candidate selects inappropriate levels of student participation in state assessments based on present levels of performance and student's exceptional condition(s), indicating a failure to consider issues, assurance, and due process rights related to assessment.	 Candidate selects appropriate levels of student participation in state assessments based present levels of performance and studer exceptional condition(s) indicating consideration issues, assurance, and d process rights related to assessment. Candidate lists and justifies all accommodations for sta assessments suggested. 	 I on present levels of performance and student's exceptional condition(s), indicating consideration of issues, assurance, and due process rights related to assessment. Candidate lists and justifies all accommodations for state assessments suggested. Candidate selects and justifies
Legal Compliance of IEP CEC/IGC Standard 6 Candidate uses foundational knowledge of the field and his/her ethical principles and practice standards to inform special education practice, to engage in lifelong learning, and to advance the profession.	 Candidate writes an incomplete IEP which fails to comply with all relevant laws and policies, reflect an understanding of requirements such as FAPE and LRE (and the history of these points of view) or other human issues that have historically influenced and continue to influence the field of special education. Candidate writes the IEP using biased, inflammatory language, with a lack of clarity, numerous acronyms, illegibility, or inaccuracies (including spelling). 	 Candidate writes a complete IEP that complies with all relevan laws and policies, reflect an understanding of requirements such as FAPE and LRE (and the history of these points or view) and other human issues that have historically influenced a continue to influence th field of special education Candidate writes the IE using neutral, objective, non-inflammatory language, with clarity, minimal use of acronym legibility, and accuracy (including spelling). Candidate writes areas on need, goals, objectives/benchmarks, placements and services with a strong connection to the present levels of performance. 	 understanding of requirements such as FAPE and LRE (and the history of these points of view) and other human issues that have historically influenced and continue to influence the field of special education. Candidate writes the IEP using neutral, objective, non- inflammatory language, with clarity, minimal use of acconyms, legibility, and accuracy (including spelling). Candidate writes areas of need, goals, objectives/benchmarks, placements and services with a strong connection to the present levels of performance. Candidate includes documentation for procedural safeguards and advocates for