

OK EdPlan Notes at CCOSA

June 11, 2016

Implementation Schedule
System Demonstration
Q & A

Implementation Schedule: Will the system be ready July 1? Yes

- All Students and schools will be imported from the WAVE prior to July 1. All students (not just special education)
- Double check WAVE validation check
- Data will import into OK EdPlan starting in July 2015
- FBA and BIP is in review. Full roll out was based on priority.
- Passwords will be available by attending the Train the Trainer session or call your district's OSDE Compliance, Data, Finance (CDF) team member after July 1, 2015 to have UN and PW, or passwords will be available from OK EdPlan staff at Engage OK. Training manual and videos will be available on the site.
- The Engage OK conference will be a similar training to the CCOSA conference. It will be more in depth with 504 and IEP trainings. Trainings offered will be on July 8 and July 9. The same trainings will be offered both days.

Prior to Sept 1

- Confirm school information is correct
- Confirm all users in the system
- Assign user permission into the system
- Assign user schools
- Determine who will set up caseloads
- Set up school calendar/reporting periods

How will I do the October 1 headcount?

- Add end of year report and any new IEPs entered after July 1

Train the Trainer Sessions

- Register for End of July training
- Admin, Eligibility, IEP, 504 (8am-5pm). There will be a follow up training in September (not yet finalized), Weekly live webinars will be available for questions and answers.

System Demonstration

- Participants viewed OK EdPlan features as an administrator
- July 1: Schools, users, and students will be imported for you
- Main Message Board: Main message can be edited for you to post district info, OK EdPlan or State Department will also post info
- Library of documents (district or state, or OK EdPlan training materials, file cabinet of information).

Confirm info for schools is correct

Schools Tab

- Click on site (adjustments can be made) on the hyperlink to update the information.
- Confirm length of the school day is correct (adjust in the system: drives calculation for LRE and service time)
- Update the data base is the save button
- Button at bottom. Add new school. (Example: Contract with other school to provide services, IEP service agreement. Sharing services through a co-op.)
- Select school, can delete the school from the database. Nothing in the system is ever removed (just inactive)

Users tab: Confirm users. Del: Delete users, confirm deletion

- Add new user, type in all info
- When you bring training to your district: My info. They create their info and type in all info. District administrator will assign “User code” and assign user permission for each person needed in their district. User type drop down have parenthesis of user type last used in SEAS.
- Assign school later if needed if you don’t know now the assigned school as you are filling out the fields for the 1st time.
- Save “Update the database”
- User permission and accesses. Use chart provided by OK EdPlan to guide decision making of user role and access
- User id: Recommendation for cleanliness of data. Not required. Find a convention and stick with it. Helpful for pulling reports.
- Users will come over with a temporary user code & temp pw. You will provide their password. Training will tell you how to help them change their password.
- Make sure users enter their email with the login info so they can retrieve their forgotten pw
- Assign user permissions. User type. 16 different roles. Chart will show you what the different roles represent (don’t look at titles, but permissions)
- Sites can be selected for specific users (based on their assignment). End of year will require confirmation that users are still assigned to these schools

Caseload Administration Wizard

- Caseload: 3 ways to assign students to teacher of record through caseload wizard (someone from central office, lead sped dir in the bldg. or teacher select their students)
- Search for Students icon. Add students to caseload based all students assigned to that site (narrow the list by grade). “Add student to the caseload” “Update the database”
- Go to Users caseload, assign and adjust user role. Different options available to search for students (grade, last name, site)

Calendar: Calendar icon is the district calendar (My calendar is different)

- Important for enrollment, average daily membership. All users will have access to the district calendar. Everything is set up in the calendar. (Progress reports).
- Click on Edit School Years (System projects: must have current year and all 3 years). Set up calendar beginning and end date. Can edit later when signing up that specific school year.
- Recommendation: Set up 4 calendars (for this year and next 3 years). Just input a beginning and end date that can be changed later as information becomes known
- Set up ESY schedule (any of the breaks) counted as non-instruction days.
- Click on Edit to set up reporting period: 4.5 week progress report (8 reporting periods). Data can be pulled based on time and season
- Select auto fill periods (can be assigned)
- Recommend: Don't use back browser button. May resend the data and duplicate the data
- Accurate count of snow days (mark out specific days according to color coded legend)
- Edit day type (ex. Student half day, color on day changed)
- Upcoming: Teachers can schedule IEP meetings in the calendar
- Admin training: Bring current school year calendar or set up and come prepared with the questions that you might have.
- Encourage participants IEP/Eligibility bring documents to Train the Trainer sessions so that actual data can be added

IEP Process Preview Pages

- Blue submenu bar in OK EdPlan will change wherever you are in the system
- Goal in OK EdPlan never asks you to enter the same data twice
- Process pages are list driven
- Goals: District lists “Can be added”
- Once goals are selected they can be edited.
- If not parts of the IEP process are not age appropriate, that section will not available to the user to be selected because its not applicable (not required, so cell will be grayed out)
- Services will calculate LRE for you. Titles will be listed, not names.
- Printed forms are in Landscape format

- Team signatures will expand to have all members present sign the IEP.
- **New** Signature area available for IEP for persons present, but not part of IEP team. (No record of access form)

Q&A

- SoonerStart program will not be going away right now. Intention to start SoonerStart plan to the OK EdPlan system. IFSP will be available next summer. Paper documents can be uploaded through the “paperclipped” feature. Available on the documents section. Uploaded to student electronic database file.
- Move of a transfer (in state). Electronic records (all of it) transfers when student enrolls.
- Train the Trainer: Who? OK EdPlan strongly recommends a Special Education Director. Can be a different person. District makes the final call.
- Sending file (available to see inactive student (once student had been entered into OK EdPlan system))
- Goals: Option for goal and goal & objectives
- Inactive students in SEAS will it rollover? No. Data will not transfer.
- Goals and objectives from SEAS will not transfer.
- User friendly, not as time consuming.
- Objective statement. Box looks tiny. All text boxes expand, drag with mouse on corner of box.
- Score types accessible for any assessment given
- Go to details to add additional information
- Ability to Batch print. Print, separate as needed
- Is there a demo student in the system for teachers without a caseload? Yes. Sample school (Reports in OK EdPlan are programmed to exclude Sample School)
- Main menu page. Documents section at the bottom. Link to training (Admin, 504, eligibility, IEP)
- Districts can also upload district specific information.
- All widgets on the home page can be drilled down (District, School, Teacher). Interactive, real time
- Accommodations: Report can be run at school (XLs and PDF)
- Info from SEAS: Print off each teacher’s caseload. OK EdPlan will not have this information.
- Takeaways: Register for training, OSDE website, watch Sneak Peek. Check for new announcements.
- SEAS Forms will not transfer
- SEAS End of Year Report data (certified by July 10) will be available in OK EdPlan