



Oklahoma EdPlan™ Newsletter

JUNE 2017

IN THIS ISSUE

This edition of the Oklahoma EdPlan™ newsletter reviews End of Year Reporting, ESY at a Glance, Advanced Student Search, Frequently Asked Questions, and new features coming over the summer.

End of Year Reporting

For information and instructions on completing the End of Year Reporting, please reference this link (hold CTRL - hover over link – click link): [Oklahoma State Department of Education End of Year/Data and Annual Performance Reporting](#)

Creating Extended School Year (ESY) at a Glance

If ESY was not previously discussed, contact the IEP team and conduct an IEP or IEP addendum. Creating an ESY at a Glance can be done by the following:

1. Select the student
2. In the IEP Process, select Goals and Objectives, and check each goal and objective that should be included in the ESY document. ESY must have a checkmark.
3. Also in the IEP process, select any special education and related services that should be included for ESY. Specify the date range of ESY and make sure the ESY box is checked. Services during the school year will have a different date range and will not have ESY checked. Two rows of services at a minimum will be listed.
4. Select Create Final IEP, choose IEP Addendum or Subsequent as the meeting type, and change the meeting date and IEP start date as the date the team met to discuss ESY.
5. Finalize the IEP Addendum.
6. If the IEP team finalized the decision to have the student participate in ESY, then select Documents, select ESY at a Glance, and select Create Final.

Advanced Student Search

The advanced student search is a helpful tool, especially at the end of the school year. It can be used to search for students whose records are not in compliance (click the Students tab, Advanced Student Search, then select all of the red compliance symbols under the "Compliance Status" section, then click View Students).

		Compliant	Warning	Overdue
Compliance Status:	Referral	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Parent Consent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Eligibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	IEP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	ISP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Section 504 Parent Consent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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IMPORTANT DATES

"2017-18 Updates in OK EdPlan"

Presentation at EngageOK on the road

- July 10- Yukon
- July 11- Union
- July 12- Enid
- July 13- Weatherford
- July 18- Durant
- July 19- Ada
- July 20- Cache

<https://www.eventbrite.com/o/engageok-on-the-road-10658062825>

QUICK LINKS FOR END OF YEAR

[FY2017 End of Year Reporting Guidance PowerPoint](#)

[FY2017 End of Year Reporting Webex Video](#)

RESOURCES

Video- Writing an IEP in OK EdPlan 11/14/16
<https://vimeo.com/191535239>

OK EdPlan Administrators Manual
www.sde.ok.gov/sde/special-education

"Coming together is a beginning. Keeping together is progress. Working together is success."

Henry Ford

New Features/Coming Soon:

The District Summary Data page has been updated as of 6/2/17 with text edits for clarification and auto-calculation for 2 fields. All data already entered for 2017 remains unaffected.

Reminder: Please update the District Summary Data page if the district has not updated the page since 2016. Districts are required to manually enter data required for June 30 reporting.

Frequently Asked Questions:

Q: I'm trying to do my progress reports, and I get a message that there is no current IEP for that student. How can I complete my progress reports?

A: If the student does have a current IEP, then this error is most likely due to progress reporting periods not being set up correctly. Contact your district administrator, who will need to verify that progress reporting periods are set up and are correctly dated.

Q: How do I dismiss a student from a secondary disability?

A: Contact the Eligibility team for an eligibility meeting. Choose 'Parent Contact', 'Notification of Meeting.' Click the 'Eligibility Process'. Select the 'Evaluation' tab and enter recent evaluation results. Checkmark 'Include on Doc.' Access the Eligibility Determination page and remove the secondary disability from the drop down box. Conduct the Eligibility Meeting. Present the draft eligibility to the team. Upon input, Click 'Create Final' and complete and Finalize the Written Notice.

Q: How do I dismiss a student from a related service?

A: Once you have searched and selected your student in OK EdPlan- click the 'IEP Process'. Select the Services page and change the end date to show that services have stopped. The user will then need to click the Create Final page and choose either Subsequent IEP or IEP Addendum for the meeting purpose. Subsequent IEP would be Best Practice.

Q: I have a transfer student who shows a red stop sign, but I've accepted the transferred IEP. How do I get rid of the stop sign?

A: In the student history screen, often the date of the transfer of records is after the date the IEP has been accepted. Ask your district administrator to update the date of transfer of records so that it matches the date the IEP was accepted.

Q: How can I print multiple documents for students at one time?

A: Click on 'My Docs'. Select 'Batch' for the documents that you would like to mass print. Click 'View Document Batch' and the documents will be able to view. Select the printer icon to begin printing the documentation. This can be done for Progress Report, multiple IEP meetings in a week, Notification of Meeting, etc.

Q: Where can I look for issues/bugs being worked on by OKEdPlan?

A: PCG updates the Main Page as soon as something is reported as a bug. Before notifying the 'Message Board' please check to see if the issue has been reported. Once something has been fixed it will turn from red to green notifying the districts it has been completed.

Q: How do I turn the 'T' (transfer symbol) into a green check mark?

A: Once a student's record has been transferred into your district someone will need to accept the IEP. Users will need to open each page of the IEP and save the information by clicking "update the database". The begin date on the Create Draft/Final page should be the date the student enrolled in your district. The IEP will need to be finalized in your district even if it was current when you received the transfer. The State has added documentation for this process on the Main Page of OK EdPlan under Documents select the State tab and then choose Accepting an In-State IEP.

Terms to Remember	
	- Six months prior to the child's 6th birthday a question mark will appear as a reminder the ECE data is required within 6 months
	- Once the student has turned 6 years old and has an entrance date of greater than 180 the symbol will turn red to indicate the information is past due.
	- Discontinue timeline when parent revokes consent for evaluations.
	SIS – Student Information System ex. Powerschool, Wengage, Infinite Campus, etc.
	Workspace – The Workspace is used for entering information into a student's record in OK EdPlan. Editing and viewing information in the 'Workspace' is available based on user type permission.
	Event – Final version of some items create an event in the system. Events are directly tied to timelines. Events can be viewed on each student by clicking the 'Student History' tab.
	Student History – This screen will give a historical view of the student's record to review dates and meeting types. If you want to know why something is out of compliance always check 'Student History' first.