

1. **Make sure your district is putting their data in OK EdPlan:** Any student that you wish to count in your End of Year report must have an Eligibility event in the student history and a current, final IEP document created in the system prior to June 30, 2016. **There will be no importing of data into OK EdPlan for End-of-Year reporting. Additionally, the Single Sign On system will not be available for districts for End of Year reporting.**

- a. User type of “District Admin” can run the IEP Service Report with Location to check the corrections in the system. Districts will not need to re-finalize the current IEP for EdPlan to capture the location of service. Users should, during the end of year review, make sure the services in the workspace are correct.

## 2. **Service Time**

**As of March 4, 2016 the service page of a student’s Individualized Education Program (IEP) will no longer display the calculated Least Restrictive Environment (LRE) percentage and print to the document. The OK EdPlan user type “EdPlan Admin” will be able to view this percentage through reports, widgets, or a student’s personal page.** The LRE data is still being captured and calculated by OK EdPlan based on the services, the location selected, and the length and number of sessions. As long as you enter all services, location of each service, and an accurate account of the number of sessions and the length of each session, LRE will be calculated correctly.

Accessing data for EdPlan Admin related LRE:

- A. **Reports:** LRE and Disproportionality Report (ages 3-21) reflecting the service time in and location from the most recent finalized IEP document.
- B. **Widgets:** Main menu (interactive to view district, site, and student level LRE)
- C. **Student’s Personal Page:** LRE reflects the student’s current LRE based on the date range entered on the services page. A moving LRE is necessary for services time that change or fluctuate during the life of the IEP (i.e. A related service offered a portion of the year 5 times a week until December and moves to 3 times a week during the spring semester).

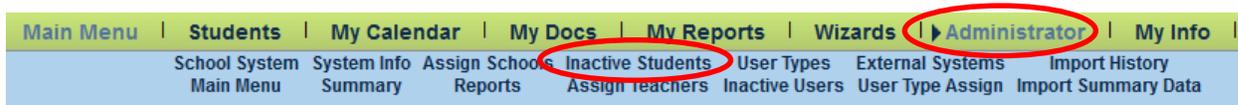
**\* End users will not have to re-finalize a past IEP to reflect an accurate LRE calculation.**

To ensure you have a correct LRE, it is best practice to use *minutes* rather than hr, blk or pd, as this will produce the most accurate calculation. If you choose to use hr, blk or pd; know that “hr” is defined as 60 minutes, “blk” is defined as 90 minutes and “pd” is defined as 60 minutes. A change will not need to be refinalized if a site or district definition of period and blocks matches OK EdPlan’s definition. LRE will **not** calculate correctly if a site or district has a different definition.

\* If a district’s definition is different of “periods” “blocks” and “hours” is different, then the event must be finalized to calculate an accurate LRE. The IEP should be re-finalized using “minutes.”

3. **Dismiss vs. Exit**

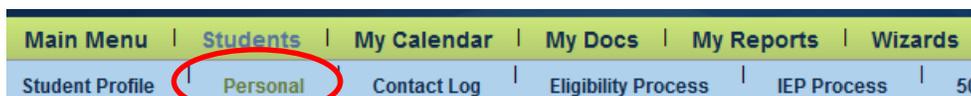
Users should not exit a student unless a student has left the district. “EdPlan Admin” can view inactive students by selecting Admin: School System: Inactive students.



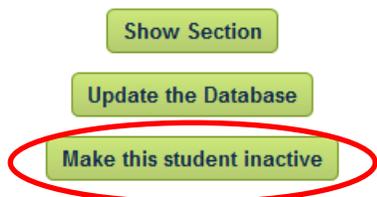
Exiting a student vs. Dismissing a student from special education services.

**Exit:** The student has left the district

- A. Go to the student’s file, select the “personal” tab



- B. Scroll all the way to the bottom and select “make this student inactive”

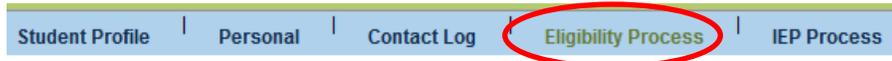


- C. Enter the exit date and the exit reason

Date Exited:	02/12/2016
Reason for Exiting:	<input type="text"/>

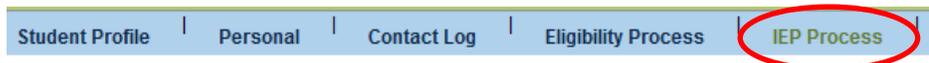
**Dismiss a student from special education eligibility:** Removing a primary or secondary disability is conducted through an eligibility event.

- A. Select the “Eligibility Process” tab within a student’s record.
- B. Complete the Eligibility event and finalize the team’s eligibility determination



- C. Remove the student from the teacher’s caseload  
Wizards: Caseload administration wizard

**Dismiss a student for a related service:** Dismissing a student from a related service may be done through the IEP process.



- A. Select the “IEP Process” tab within a student’s record.
- B. Complete the IEP information.
- C. Select “Create Draft”



- D. Select “Subsequent IEP” and enter the related dates.

The following information is required before you can create this Draft Do	
Meeting Purpose:	Subsequent IEP ▼
Meeting Date:	02/12/2016
Begin Date:	02/12/2016
End Date:	02/12/2017

- E. Remove the student from the related service provider’s caseload

4. **Developmental Delay:** Eligibility for a student age 9 should remain with the eligibility category of DD until the student turns 10. If eligibility of DD with a suspected changing upon age 10 was a conversation with the parent at the last eligibility meeting an in person meeting for the eligibility change will not be required. However; a new finalized eligibility event will be required on or after the student turns age 10 with the new primary disability. When users create the new Eligibility Determination to designate the suspected disability as the primary (at age 10) be sure to use the original eligibility determination date. Written notice is provided to parents reflecting the change of the disability.

5. **Signed Parent Consent**, but parents have decided not to test: If you have received a signed consent and the parents have now decided they want to stop the process, your Administrator will need to go into the Student History tab and delete the Parent Consent event to stop the timeline. This practice is a temporary work around until next summer.

Del	Doc ID	Date Generated	Document	Batch	Received	Del	Attachment
<input type="checkbox"/>	1507	03/01/2016	<a href="#">Special Education Parent Consent</a>	PDF	<input type="checkbox"/>		(Draft)
<input type="checkbox"/>	1504	02/23/2016	<a href="#">OK - Meeting Invitation</a>	PDF	<input type="checkbox"/>		(Draft)
<input type="checkbox"/>	1486	02/19/2016	<a href="#">OK Eligibility - MEEGS</a>	PDF	<input type="checkbox"/>		(Draft)
<input type="checkbox"/>	1474	02/10/2016	<a href="#">Special Education Parent Consent</a>	PDF	<input type="checkbox"/>		

Update the Database

6. **Dropping off parents from appearing on signature page for an 18 year old student**  
(student age of majority)

A. Select “IEP Process” tab within a student’s record

B. Select “Parents and IEP team members”

C. Determine if the student is his/her own parent with the selection of “Student lives here” “Guardian Responsibility” and “Include on IEP Team” are selected

Student Lives Here	Guardian Responsibility	Include On IEP Team
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

D. If not, check with the local Student Information System (SIS) to update the information that the student is his/her own guardian. The information will change with the WAVE to reflect the correction.

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### OSDE WebEx Trainings

The OSDE- Special Education Services (SES) division is offering WebEx trainings during the months of March and April to assist special education staff in order to more efficiently and effectively use OK EdPlan.

A reminder of the dates and times of the WebEx trainings is listed below. Although the questions may be different, the primary message of assisting teachers to accurately enter information within the IEP process of OK EdPlan will be the same.

Wednesday, March 2, 2016	3:30 pm
Friday, March 4, 2016	3:00 pm
Monday, March 7, 2016	3:30 pm
Thursday, March 10, 2016	11:30 am
Wednesday, March 23, 2016	3:30 pm
Monday, March 28, 2016	11:30 pm
Thursday, March 31, 2016	3:00 pm
Tuesday, April 5, 2016	12:00 pm
Tuesday, April 12, 2016	3:00 pm

To register for a WebEx Event, go to: <https://oksdetraining.webex.com>. After locating the “UPCOMING” tab, choose a session and follow the prompts. If you have any further questions feel free to call Special Education Services at 405-521-3351.

If you missed the WebEx Training on March 2, 2016, a recorded Webinar is available at: <https://vimeo.com/157593028>