



Oklahoma EdPlan™ Newsletter

APRIL 2017

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This edition of the Oklahoma EdPlan™ newsletter reviews updates, Frequently Asked Questions, and New Features for April.

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Cause for Red Stop Sign

Sometimes a Red Stop sign may appear and the cause may appear unknown. Please check the student’s file in their Student History.

1. A red stop may be triggered if the IEP or eligibility is out of date.
2. A red stop may appear if the IEP was finalized first and the eligibility second. Eligibility must be finalized first and then the IEP.
3. A red stop may appear if a new IEP was not held in the new district for a student moving in mid-year.
4. A red stop may appear if a parent consent was finalized, but an eligibility meeting not finalized
5. Finally, a red stop may appear if a student was transferred into the new district and should have been exited (an error with the transfer process or inaccurate student exit information with the Student Information System).

IMPORTANT DATES

MESSAGE BOARD

Click on “Send Us a Message” at the top of your Main Menu of OK EdPlan and send us a message. Be sure to include specific student information in all messages related to the system when applicable.

Caseload Accommodations Report vs. Accommodations Report vs. eMetric Report

The **Caseload Accommodations Report** will only include students on **your** caseload. If you are an administrator and do not have an assigned caseload, this report will contain no data. Administrators should run the **Accommodations Report** in order to see all accommodations based on the selection within the ad hoc page for the report. Remember that you can select only OSTP accommodations, thereby excluding all classroom/activity accommodations from the report. The **eMetric Report** only includes online accommodations, so it will not include all accommodations a student may need for the OSTP assessment.

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

SoonerStart to LEA transfer and share requests

Six months before the child’s third birthday, and with parental permission, SoonerStart will request to “share” documents with the LEA through the SoonerStart Message Board. Once the records are “shared”, the LEA will start the eligibility process. The student (referred from SoonerStart) documents will be available within the LEA’s “Inactive Students” page, but once the LEA makes the student “Active,” access to the eligibility process and IEP process will be made available. On the child’s third birthday the SoonerStart Regional Coordinator will request a “transfer” to the LEA. All workspace information and finalized documents within the LEA will be available prior to and after the “transfer” has occurred.



“Coming together is a beginning. Keeping together is progress. Working together is success.”

Henry Ford

New Features:

1. The red stop sign with a T is an update from the version release a few weeks ago. This compliance symbol is comparing the initial parent consent date to the initial MEEGS/Eligibility Determination date to help you stay abreast of the 45 school day timeline for initial evaluations.
2. An Excel version of the "OK- Accommodations Report" has been made available. It is located in the IEP reports tab for District Administrators.

Frequently Asked Questions:

Q: How do I setup Progress Reporting periods?

A: Click on the  icon located between 'My Info' and 'PCG'. Scroll to the bottom and select 'Edit School Years'. Locate the 2016-17 school year and select the second edit box. Select the 'Reporting Period Name' and 'Begin and End Date'. Once this has been completed select 'Update the Database'. Note: Make sure your staff is picking the right reporting period when filling out the Progress Report. This can be done by naming your reporting periods with the date included ex. 1st 9wks 8/15/16-10/15/16

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: How do I complete a Subsequent IEP in OKEdPlan?

A: Once you have searched and selected your student in OKEdPlan - click the 'IEP Process'. Users will need to open each page of the IEP and either delete or edit last year's IEP data. Make sure you are reviewing each page and make the necessary changes for the new IEP including begin and end date and appropriate goals.

Q: I'm completing a MEEGS for reevaluation, and the date of parent consent is not pulling in the correct date.

A: The MEEGS document is programmed to pull the date of initial parent consent, not the most recent parent consent date.

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.