

OK EdPlan Preparation

Listed below are samples of some of the questions we have received from districts regarding the new online IEP/Eligibility process. We are providing samples of questions along with answers to aid in the transition period. Answers to these questions are what we know at this time.

- 1. Where do I get my password to OK EdPlan?** Please contact your Compliance, Data, Finance (CDF) specialist at the Oklahoma State Department of Education. They will have your password information for July 1, 2015 or passwords will be disseminated at the Train the Trainer sessions.
- 2. A. Is OK EdPlan going to load data to their system from SEAS?**
OK EdPlan will upload available data from SEAS. Districts are advised to run a report to ensure they have access to compliance dates and have the data available for reference.
B. If so, what's going to be loaded and when? If SEAS does not provide compliance date to OK EdPlan, Compliance dates can be loaded by each district representative to the main page of their district's OK EdPlan site. (Files would need to be 2 MG or less). The report upload can be done on July 1 or at the Train the Trainer training. OK EdPlan will work with larger districts to create an FTP site.
- 3. Active/Inactive students. Is our special education department going to have access to SEAS for history data?** Districts that have run a compliance report, have record of teacher caseloads, and have a copy the student most recent eligibility and IEP will be prepared for the transition in OK EdPlan without the need of an extended contract with SEAS. Access to SEAS will discontinue after June 30, 2015 per the State contract with SEAS. OK EdPlan will have information for current active students only. After July 1, 2105, the OK EdPlan system will track all active and inactive students.

All districts will need to report their data through OK EdPlan for October Child count. All information entered after July 1, 2015 will need to be entered into the OK EdPlan system prior to October 1, 2015.

- 4. Is our SPED department going to have to do any manual entry in OK EdPlan for all our current students?** Some information, such as student information entered into the WAVE will transfer over. Districts will have to rely on paper or PDF copies of eligibility and IEP documentation to hand enter into OK EdPlan as IEPs come due. Districts are advised to have a paper copy/PDF copy of all IEP documentation for reference. One of the features in OK EdPlan is to "paperclip" existing documents as a reference. (i.e. eligibility documentation).
- 5. Will SEAS be providing any electronic documents to load to OK EdPlan? If so what?** It is unknown at this time which information will be available from SEAS.

6. **How are we going to load staff?** OK Edplan will load teacher names and their assigned school per district based on the teacher accreditation report pulled in June 2015. Any staff changes (retirement, new hires, etc.) will be manually entered by the district OK EdPlan representative. Users will assign students to each teacher. This can be done July 1 or at the Train the Trainer session. A “Wizard” in OK EdPlan is set up to help with this process. As districts continue to get new “move-in” students throughout the year the district administrator will have to assign the student to a teacher.
7. **What will my district administrator have to set up for our district?** The district administrator sets the length of school day for the district and/or each site. The length of day drives the calculation for the service time. The district administrator will also have to set up teacher caseloads, user permissions and disseminate passwords for their teachers.
8. **How and where will teachers access the following forms (i.e. Seclusion and Restraint, Surrogate Parent, and Access Record)?** All standard Eligibility and IEP documentation will be accessed through the OK EdPlan site. Certain components are not yet available such as IFSP (available Fall 2016). Until the process is complete, users can continue to access Seclusion and Restraint document and Surrogate Parent information at <http://ok.gov/sde/documents-forms>.
 - The Access Record form will change. All IEP team members will sign the signature page. All others (grandparent, family friend, student teacher, etc.) who do not consider themselves part of the IEP team (responsible for IEP implementation) will sign the “Meeting Participants” form. If not needed it will just print blank.
 - Functional Behavior Assessment, Behavior Interventions Forms are not yet available through the OK EdPlan site. Users should access the forms available at <http://ok.gov/sde/documents-forms>.
 - Written Notice is a different process. More information will be available in the OK EdPlan training.
9. **How does a “Move-In Student” work?** The student transfers into the receiving district. All existing information from the OK EdPlan system will automatically transfer over. The receiving district will need to contact the sending district so that an Exit Code is entered for the student. Once entered the receiving school can access the student’s records. The district OK EdPlan administrator will assign the student to a teacher. The team will review the IEP documenting the review and acceptance of the IEP.
10. **If I have a question, where do I go for help?** Users can access any of the recorded webinars, including a recording of the “Train the Trainer” session at <http://www.ok.gov.sde.special-education>. Users can contact okedplan@pcgus.com or 1-866-702-6489. Additionally, representatives at the state department, special education services can be contacted at 1-405-521-3351.