

2015 Joint Federal Programs Summit

OK EdPlan Overview

Special Education Services



July 1, 2015

- Vendor Name: PCG (Public Consulting Group)
- New Vendor for Eligibility, IEP, Section 504 process
- Product: OK EdPlan

SIS : WAVE : OK EdPlan

- Each Student Information System (SIS) submits student demographic information to the WAVE.
- Valid information is uploaded to the WAVE.
- Upon verification of information in the WAVE, the information is submitted to OK EdPlan.

Sample IEP



REFERENCE SYSTEM
123 PCG Way Oklahoma City, OK 12345

INDIVIDUALIZED EDUCATION PROGRAM (IEP)

From: 07/31/2015 To: 07/28/2016

Initial Subsequent Interim Addendum

Name of Student: Michael Jordan Test

State Testing Number (STN):

Birthdate: 07/02/2011

Grade: 4th Grade

Age: 4 Years 0 Months

Parents: Pear Rent

Phone: (Work)

(Home)

(Cell)

Home Address: 123 Big Walk Way Tulsa, OK 12345-0006

District/Agency: RCAPCG

School Site: Sample School

Site Code: 007

IEP Teacher of Record: David Test

Example of IEP Process

The screenshot shows the EdPlan web application interface. At the top left is the EdPlan logo with 'by PCG Education' underneath. To the right of the logo is a search bar. Further right, there is a user greeting 'Welcome, Angela' and links for 'My Calendar', 'Message Board', and 'Logout'. Below this is a green navigation bar with links for 'Main Menu', 'Students', 'My Docs', 'My Reports', 'Wizards', 'Administrator', 'My Info', and 'PCG'. A light blue sub-navigation bar contains links for 'Student Profile', 'Personal', 'Contacts', 'Eligibility Process', 'IEP Process' (which is highlighted and has an arrow pointing to it), '504 Process', 'Documents', and 'Student History'. The main content area is titled 'IEP Process' on the left and 'Berklie K Test' on the right. It features two columns of blue rounded rectangular buttons, each with an icon and a green checkmark. The left column includes: 'Parents and IEP Team Members', 'Current Assessments', 'Strengths/Needs, Special Factors, and Parent Concerns', 'Goals and Objectives', 'Accommodations', and 'Services'. The right column includes: 'OK Alternate Assessments', 'Early Childhood Data Collection', 'Transition Services Plan', 'Create Draft', 'Create Final', and 'Print/View Document'.

EdPlan by PCG Education

Welcome, Angela | My Calendar | Message Board | Logout

Main Menu | Students | My Docs | My Reports | Wizards | Administrator | My Info | PCG

Student Profile | Personal | Contacts | Eligibility Process | **IEP Process** | 504 Process | Documents | Student History

IEP Process **Berklie K Test**

| | |
|---|-----------------------------------|
| Parents and IEP Team Members ✓ | OK Alternate Assessments |
| Current Assessments ✓ | Early Childhood Data Collection ✓ |
| Strengths/Needs, Special Factors, and Parent Concerns ✓ | Transition Services Plan |
| Goals and Objectives ✓ | Create Draft |
| Accommodations ✓ | Create Final |
| Services ✓ | Print/View Document |

Early Childhood Data Collection

The screenshot shows the EdPlan interface for the IEP Process. The main header includes the EdPlan logo and navigation links like 'Welcome, Angela', 'My Calendar', 'Message Board', and 'Logout'. Below this is a green navigation bar with 'Main Menu', 'Students', 'My Docs', 'My Reports', 'Wizards', 'Administrator', 'My Info', and 'PCG'. A secondary blue navigation bar lists 'Student Profile', 'Personal', 'Contacts', 'Eligibility Process', 'IEP Process', '504 Process', 'Documents', and 'Student History'. The main content area is titled 'IEP Process' and 'Berklie K Test'. It features a grid of blue buttons with icons and green checkmarks, including 'Parents and IEP Team Members', 'OK Alternate Assessments', 'Early Childhood Data Collection', 'Transition Services Plan', 'Accommodations', 'Create Final', 'Services', and 'Print/View Document'. A callout box on the left shows a form with fields for Name (Berklie), Local Student ID (445566), State Testing Number (STN), Date of Birth (08/15/2012), Gender (Female), and Grade (-none-). A red box highlights the 'Early Childhood Data Collection' button, and a text box explains: 'Tab is active based on student's age'.

| Field | Value |
|-----------------------------|------------------|
| Name: | First Berklie |
| Local Student ID: | 445566 |
| State Testing Number (STN): | |
| Date of Birth: | 08/15/2012 |
| Gender: | Female |
| Grade: | -none- |

Tab is active based on student's age

Early Child Outcomes Summary

Student Profile | Personal | Contact Log | Eligibility Process | IEP Process | 504 Process | Documents | Student History

Early Childhood Berklie K Test

COSF | EC Environments

Early Child Outcomes Summary (COSF)

| | | | |
|--|----------------------|--|----------------------|
| Date of Preschool Entry into District: | <input type="text"/> | Date of Preschool Exit from this District: | <input type="text"/> |
| Date of ECO Entrance Rating: | <input type="text"/> | Date of ECO Exit Rating: | <input type="text"/> |

Use the following guide to select the rating for each question in all three sections:

| Early Childhood Outcomes Rating Scale | | | | | | |
|---------------------------------------|---|----------|---|----------|---|------------|
| Not Yet | | Emerging | | Somewhat | | Completely |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Section 1: Positive Social-Emotional Skills (Including Social Relationships)
To answer the questions below, think about the child's functioning in these and closely related areas (as indicated by assessments and based on observations from individuals in close contact with the child):

Early Childhood Environments

Early Childhood

Berklie K Test

[Back](#) [Save](#) [Save and Continue](#)



COSF

EC Environments

A regular education classroom includes more than 50 percent of children with disabilities (e.g. children with IEPs)

| Includes | Does not include |
|--|------------------|
| Public or private preschool classes | Babysitters |
| Public or private Kindergarten | Neighbors |
| Licensed child care centers | Relative |
| Licensed family and group child care homes | Home |
| Head Start | Mother's Day Out |
| Before and after school programs | |

Is the student attending a regular early childhood program?

Yes ▾

Number of LEA-provided regular early childhood program hours per week:

7.0-8 ▾

Number of parent-provided regular early childhood program hours per week:

10.0-15 ▾

Location of services:

Sample2 School ▾

Enter Name of Program Here:

name

Early Childhood Program Codes

| Location | Special Education Services | Code |
|---|---|-------|
| Child attends a regular early childhood program at least 10 hours a week.... | and receives the majority of special education and related services in the regular early childhood program. | E1/A1 |
| | and receives the majority of special education and related services in some other location. | E2/A2 |
| Child attends a regular early childhood program less than 10 hours a week.... | and receives the majority of special education and related services in the regular early childhood program. | E3/B1 |
| | and receives the majority of special education and related services in some other location. | E4/B2 |
| Child attends a special education early childhood program... | in a separate class. | B1/C1 |
| | in a separate school. | B2/C2 |
| | in a residential facility. | B3/C3 |
| Child does not attend an early childhood program (none of the above).... | and receives the majority of special education and related services at home. | B4/D1 |
| | and receives the majority of special education and related services at the services provider location or some other location not in any other category. | B5/D2 |

<http://ok.gov/sde/special-ed-early-childhood-provider-resources>

Transition Services

Personal

| | | |
|-----------------------------|------------|----------------------------------|
| Name: | First | Christopher |
| Local Student ID: | 44571 | |
| State Testing Number (STN): | 10025855 | |
| Date of Birth: | 10/11/2000 | |
| Gender: | Male | <input type="button" value="v"/> |
| Grade: | Freshman | <input type="button" value="v"/> |

If: 15 or entering 9th grade

Welcome, Angela | My Calendar | Message Board | Logout

Calendar | My Docs | My Reports | Wizards | Administrator | My Info | | PCG

Contact Log | Eligibility Process | IEP Process | 504 Process | Documents | Student History

Christopher Robbins

Then: Transition Tab will be active

| | |
|---|--------------------------|
| Members | OK Alternate Assessments |
| Current Assessments | Transition Services Plan |
| Strengths/Needs, Special Factors, and Parent Concerns | Create Draft |
| Goals and Objectives | Create Final |
| Accommodations | Print/View Document |
| Services | |

- One or more errors exists in this section
- At least one team member has entered information in this section that is error free
- This section has yet to be addressed

OK EdPlan programmed to activate tab based on age and grade.

Personal

| | |
|-----------------------------|---------------|
| Name: | First |
| | Angela |
| Local Student ID: | 123 |
| State Testing Number (STN): | |
| Date of Birth: | 07/16/2003 |
| Gender: | Female |
| Grade: | 7th Grade |
| School Site: | Sample School |

If: < 15 or < 9th grade

Then: Transition Tab will be inactive

Angela Test

- OK Alternate Assessments
- Early Childhood Data Collection
- Transition Services Plan**
- Create Draft
- Create Final
- Print/View Document

Strengths/Needs, Special Factors, and Parent Concerns ✓

Goals and Objectives ✗

Accommodations ✓

Services ✓

Create Draft

The screenshot displays the EdPlan software interface. At the top left is the logo "EdPlan by PCG Education". To the right of the logo is a search bar. Further right, the user is logged in as "Angela" and can access "My Calendar", "Message Board", and "Logout". Below this is a navigation menu with options: "Main Menu", "Students", "My Docs", "My Reports", "Wizards", "Administrator", "My Info", "PCG". A secondary menu below that includes "Student Profile", "Personal", "Contacts", "Eligibility Process", "IEP Process", "504 Process", "Documents", and "Student History". The main content area is titled "IEP Process" and "Berklie K Test". It contains two columns of buttons. The left column includes: "Parents and IEP Team Members", "Current Assessments", "Strengths/Needs, Special Factors, and Parent Concerns", "Goals and Objectives", "Accommodations", and "Services". The right column includes: "OK Alternate Assessments", "Early Childhood Data Collection", "Transition Services Plan", "Create Draft", "Create Final", and "Print/View Document". The "Create Draft" button is highlighted with a red rectangular box.

EdPlan by PCG Education

Welcome, Angela | My Calendar | Message Board | Logout

Main Menu | Students | My Docs | My Reports | Wizards | Administrator | My Info | PCG

Student Profile | Personal | Contacts | Eligibility Process | IEP Process | 504 Process | Documents | Student History

IEP Process **Berklie K Test**

- Parents and IEP Team Members ✓
- Current Assessments ✓
- Strengths/Needs, Special Factors, and Parent Concerns ✓
- Goals and Objectives ✓
- Accommodations ✓
- Services ✓
- OK Alternate Assessments
- Early Childhood Data Collection ✓
- Transition Services Plan
- Create Draft**
- Create Final
- Print/View Document

Draft

- Draft copy is the version submitted to the parent at the meeting.
- Draft means no final decisions have been made without parent/team input prior to the meeting.
- Draft can be crossed out and the version with all hand edits can be copied and given to the parent at the end of the meeting once all decisions have been made.

Draft:
Presented
at IEP mtg.

Name of Student: Michael Jordan Test
State Testing Number (STN):

REFERENCE SYSTEM

Draft

CURRENT ASSESSMENTS

Present Level of Academic Achievement and Functional Educational Performance: Document current evaluation data and write objective statements, (may include most recent statewide and districtwide assessments) to demonstrate how the child's disability affects the child's involvement and progress in the general education curriculum and postsecondary transition, as appropriate. For students of transition age, document transition assessment results as they relate to the postsecondary goal(s). For preschool children, describe how the disability affects the child's participation in age appropriate activities.

| | | |
|---|---|--|
| Academics-Written Expression | Assessment: Woodcock Johnson 3rd edition (WJ-III) Component: Story Recall Cognitive and Achievement Score Types(s) / Score(s) Reported: <ul style="list-style-type: none"> • Standard Score: 75 • Stanine: | Date of Assessment: 07/31/2015 |
| Objective Statements: objective statement | | |

Name of Student: Michael Jordan Test
State Testing Number (STN):

REFERENCE SYSTEM

MEETING ATTENDEES

| Signature | Printed Name | Date | Purpose |
|-----------|--------------|------|---------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Assessment:
2015

Draft expires every 30 days

- Teachers must create a “Final” of the event.
- The draft is a PDF picture of the draft, the information will be saved in the student’s history. The picture of the draft will no longer appear after the 30 days.
- A new draft with the existing information can be created so a finalized event can occur.
- Information entered in as a “draft” does not appear in reports, including information for Child Count or End of Year Report.
- All events held with parents as final decision, must be “finalized” in OK EdPlan

Create Final after IEP meeting

IEP Process **Michael Jordan Test**

| | |
|--|--|
|  Parents and IEP Team Members ✓ |  OK Alternate Assessments |
|  Current Assessments ✓ |  Early Childhood Data Collection ✓ |
|  Strengths/Needs, Special Factors, and Parent Concerns ✓ |  Transition Services Plan ✗ |
|  Goals and Objectives ✓ |  Create Draft |
|  Accommodations ✓ |  Create Final ← |
|  Services ✓ |  Print/View Document |

Final

- A district representative enters all information from the meeting into OK EdPlan as a “Final.” The option to “Display IEP errors” appears one last time before documents are finalized.



Display IEP Errors

- Purpose: Allows users the opportunity to edit any information that may have changed since the time of the “draft IEP” (parent wasn’t able to attend, date of meeting changed)
- Districts may provide parents a hard copy of the Final document, although all information entered as a “Final” would be exactly the same as the handwritten information on the draft (functions similar as “Archive”). A hard copy final document provided to the parents is not required.

Additional documents in a student file

EdPlan by PCG Education

Welcome, Angela | My Calendar | Message Board | Logout

Main Menu | Students | My Calendar | My Docs | My Reports | Wizards | Administrator | My Info | **Documents** | PCG

Student Profile | Personal | Contact Log | Eligibility Process | IEP Process | 504 Process | Documents | Student History

Documents

Berklie K Test

Documents:

- Special Education Parent Consent
- Descriptions of Evaluation Procedures
- Child Outcomes Summary Form
- Student Summary of Performance
- OK - Meeting Invitation
- Written Notice to Parents
- Comment Form
- ESY Determination
- Consent for Release of Information
- Vocational Rehab Referral Letter
- 504-Parent Consent Form
- Contact Log
- Progress Report

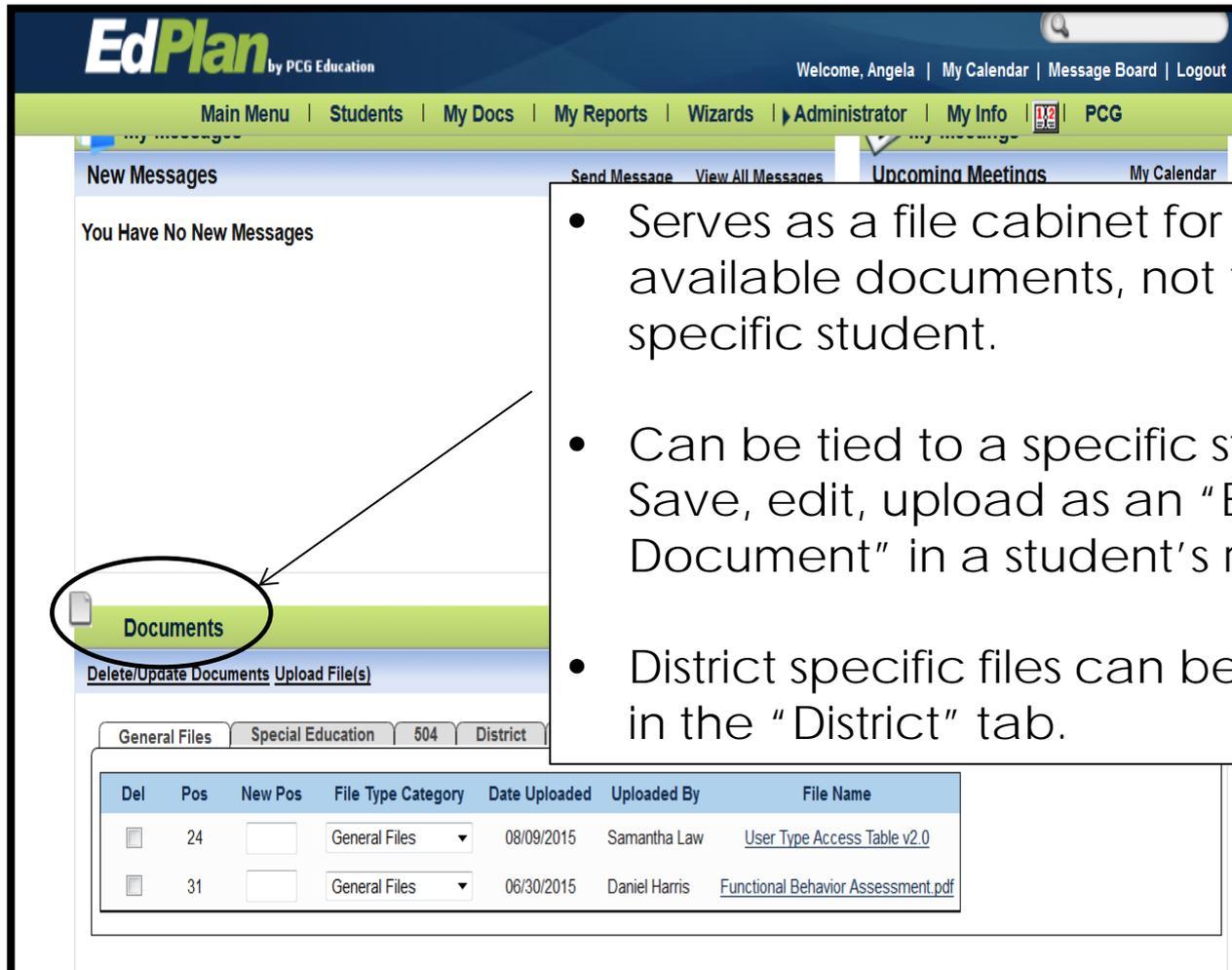
Letters: (No Letters Available)

Create Draft (will be saved for 30 days)

Create Final Document (will be saved)

Upload External Document(s)

Main Menu: Documents



The screenshot shows the EdPlan web application interface. The top navigation bar includes the EdPlan logo, user information (Welcome, Angela), and links for My Calendar, Message Board, and Logout. Below this is a secondary navigation bar with links for Main Menu, Students, My Docs, My Reports, Wizards, Administrator, My Info, and PCG. The main content area is divided into sections: New Messages (with a sub-section for Upcoming Meetings and My Calendar), and a Documents section. The Documents section is highlighted with a green bar and contains a document icon and the text "Documents". Below this are links for "Delete/Update Documents" and "Upload File(s)". A table below the Documents section shows a list of files with columns for Del, Pos, New Pos, File Type Category, Date Uploaded, Uploaded By, and File Name. The table contains two rows of data.

| Del | Pos | New Pos | File Type Category | Date Uploaded | Uploaded By | File Name |
|--------------------------|-----|----------------------|--------------------|---------------|---------------|--|
| <input type="checkbox"/> | 24 | <input type="text"/> | General Files | 08/09/2015 | Samantha Law | User Type Access Table v2.0 |
| <input type="checkbox"/> | 31 | <input type="text"/> | General Files | 06/30/2015 | Daniel Harris | Functional Behavior Assessment.pdf |

- Serves as a file cabinet for all available documents, not tied to a specific student.
- Can be tied to a specific student. Save, edit, upload as an "External Document" in a student's records.
- District specific files can be uploaded in the "District" tab.

Option to add any external documents

Documents

Documents:

- OK - Meeting Invitation
- Child Outcomes Summary Form
- Comment Form
- 504 - Consent for Release of Information
- Student Summary of Performance
- Written Notice to Parents
- Vocational Rehab Referral Letter
- ESY Determination
- 504 - Parent Consent Form
- Special Education Parent Consent

Letters: (No Letters Available)

Create Draft (will be saved for 30 days)

Create Final Document (will be saved)

Upload External Document(s)

Documents created for Michael Jordan Test

| Del | Doc ID | Date Generated | Document | Batch | |
|--------------------------|--------|----------------|----------------------|-------|----------------------------------|
| <input type="checkbox"/> | 613 | 07/31/2015 | OK IEP | PDF | <input type="checkbox"/> (Draft) |
| <input type="checkbox"/> | 599 | 07/31/2015 | OK Eligibility - RED | PDF | <input type="checkbox"/> (Draft) |

Upload any relevant information tied to the student. Evaluations signed signature pages, etc.

Historical Information

COMPLIANCE

Main Menu: Compliance Widgets

The screenshot displays the EdPlan by PCG Education main menu. The top navigation bar includes the EdPlan logo, a search bar, and user information: "Welcome, Angela | My Calendar | Message Board | Logout". Below this is a secondary menu with options: "Main Menu | Students | My Docs | My Reports | Wizards | Administrator | My Info | PCG".

The main content area is divided into several widgets:

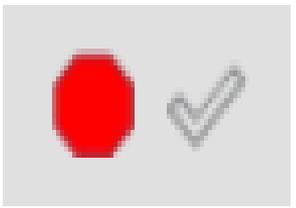
- my Compliance:** Features a pie chart titled "Overall Compliance". The chart shows a large green section labeled "Compliant" and a smaller red section labeled "Non-Compliant".
- my Schools:** A table titled "All Schools (5 Schools)" listing:

| | |
|--|---------------------------------|
| | Sample School |
| | Sample School 2 |
| | Sample School 4 |
| | Sample2 School |
| | Test School |
- my Reports:** A list of reports with dates:

| | |
|--|------------|
| Projected Eligibility Meetings (PDF) | 07/30/2015 |
| Projected IEP Meetings (PDF) | 07/29/2015 |
| Contacts Report (PDF) | 07/28/2015 |
| Active Student List | 07/27/2015 |
| Contacts Report (PDF) | 07/27/2015 |
| Accommodations Report (txt) | 08/04/2015 |
- Students by Disability:** A bar chart titled "Students at All Schools" showing data for various categories. The bars have values: 4, 1, 2, 1, 2, 5, 1, 1, 1, 4, 7.
- Students by Placement:** A widget showing "Students at All Schools" with the text "No Data Available".
- Students by Service % of Day:** A bar chart titled "Students at All Schools" showing a single bar with a value of 10.

Annotations on the bottom row of widgets:

- An arrow points from the text "Information changes in real time" to the "Students by Disability" bar chart.
- An arrow points from the text "Hover over to see information by site or teacher (based on user access level)" to the "Students by Service % of Day" bar chart.



Out of Compliance Indicators

- Widgets on Main Menu give “at a glance” overview.
- Red stop signs appear. This is due to this time of transition for IEP and Eligibility events not finalized in OK EdPlan.
 - Option 1: Finalize IEP and Eligibility for all eligibility and IEP events in OK EdPlan1 using existing paper documentation. (Receive green check)
 - Option 2: Finalize IEP and Eligibility events as eligibility and IEP events are due until June 30, 2016 (continue to receive red stop signs)

Warning Signs

- Yield: IEP is due in 30 days
- Yield with arrow: Triannual is due in 30 days
- T with arrow: Transfer student. Must review IEP.

- See page 22 of OK EdPlan End User Manual for complete listing (Available under “Documents” section of the Main Menu page in OK EdPlan)

OK EdPlan Reports: Captures information from finalized OK EdPlan events.

EdPlan by PCG Education

Welcome, Angela | My Calendar | Message Board | Logout

Main Menu | Students | My Calendar | My Docs | My Reports | Wizards | Administrator | My Info | **132** | PCG

Student Profile | Personal | Contact Log | Eligibility Process | IEP Process | 504 Process | Documents | Student History

Student History

Berklie K Test (✓)

| Del | Event ID | Event Date* | Event Type | Begin Date | End Date | User | Document | Date Created | |
|--------------------------|----------|-------------|---------------------------|------------|------------|---------------|---|----------------------------|-------------------------|
| <input type="checkbox"/> | 153 | 06/26/2015 | Eligibility Determination | 06/26/2015 | 06/26/2018 | Richard Evans | OK Eligibility - Reevaluation (ID# 804) | 08/30/2015 10:15 (16 days) | Details |
| <input type="checkbox"/> | 136 | 07/07/2015 | Eligibility Determination | 07/07/2015 | 07/07/2018 | Richard Evans | OK Eligibility - MEEGS (ID# 700) | 08/13/2015 11:42 (33 days) | Details |
| <input type="checkbox"/> | 137 | 07/30/2015 | IEP | 07/30/2015 | 07/30/2016 | Richard Evans | OK IEP (ID# 701) | 08/13/2015 11:42 (33 days) | Details |
| <input type="checkbox"/> | 167 | 09/03/2015 | IEP | 09/03/2015 | 09/03/2016 | Samantha Law | OK IEP (ID# 843) | 09/03/2015 13:45 (12 days) | Details |
| <input type="checkbox"/> | 133 | 06/26/2015 | IEP | 06/26/2015 | 06/26/2018 | Richard Evans | Service Plan (ISP) | 08/30/2015 10:15 (16 days) | Details |

Generating Reports in OK EdPlan

The screenshot shows the EdPlan web interface. At the top left is the EdPlan logo with 'by PCG Education' underneath. To the right of the logo is a search bar. Further right, the text 'Welcome, Angela | My Calendar | Message Board | Logout' is displayed. Below this is a green navigation bar with links: 'Main Menu | Students | My Calendar | My Docs | My Reports | Wizards | Administrator | My Info | PCG'. The 'Administrator' link is highlighted. Below the green bar is a blue navigation bar with links: 'School System Main Menu | System Info Summary | Assign Schools Reports | Inactive Students Assign Teachers | User Types Inactive Users | External Systems User Type Assign | Import History Import Summary Data'. The 'Reports' link is circled in red. Below the navigation bars is a table with four cells: top-left '(None Available)', top-right '(None Available)', middle-left 'Service Reports', middle-right 'Service Log Reports', bottom-left '(None Available)', and bottom-right '(None Available)'. Below the table is the heading 'Scheduled Reports'. Underneath is a sub-menu with tabs: 'General', 'State', 'Local', '504', and 'Misc'. The 'State' tab is selected. Below the tabs is a list of reports: 'All Student Export - SPED Only (XLS)' (circled in red), 'All Student Export (xls)', and 'Documents Created in EDPlan'.

Generate a report in OK EdPlan to search for active students with no eligibility date.

Select:
Administrator Reports,
All Student Export

Accommodations Report

- Reports generate from a finalized event in OK EdPlan.
- Cannot just upload one page from an existing record in OK EdPlan and generate an accommodations report
- Each teacher will have to print off the accommodations section of each student's IEP for reference on assessments

Accommodations

The screenshot displays the EdPlan software interface. At the top left is the EdPlan logo with 'by PCG Education' underneath. To the right of the logo is a search bar. Further right, the user is identified as 'Welcome, Angela' with links for 'My Calendar', 'Message Board', and 'Logout'. Below this is a main navigation bar with links for 'Main Menu', 'Students', 'My Docs', 'My Reports', 'Wizards', 'Administrator', 'My Info', and 'PCG'. A secondary navigation bar contains links for 'Student Profile', 'Personal', 'Contacts', 'Eligibility Process', 'IEP Process', '504 Process', 'Documents', and 'Student History'. The 'IEP Process' section is active, showing a list of tasks. The 'Accommodations' task is highlighted with a red rectangular box. To the right of the IEP Process section, the text 'Berklie K Test' is visible.

EdPlan by PCG Education

Welcome, Angela | My Calendar | Message Board | Logout

Main Menu | Students | My Docs | My Reports | Wizards | Administrator | My Info | PCG

Student Profile | Personal | Contacts | Eligibility Process | IEP Process | 504 Process | Documents | Student History

IEP Process **Berklie K Test**

- Parents and IEP Team Members ✓
- Current Assessments ✓
- Strengths/Needs, Special Factors, and Parent Concerns ✓
- Goals and Objectives ✓
- Accommodations ✓**
- Services ✓
- OK Alternate Assessments
- Early Childhood Data Collection ✓
- Transition Services Plan
- Create Draft
- Create Final
- Print/View Document

Class or state assessment accommodations.

EdPlan by PCG Education Welcome, Angela | My Calendar | Message Board | Logout

Main Menu | Students | My Calendar | My Docs | My Reports | Wizards | Administrator | My Info | PCG

Student Profile | Personal | Contact Log | Eligibility Process | IEP Process | 504 Process | Documents | Student History

Accommodations

Angela Test

Reset Participation Levels

| Class/Activity | Participation Level |
|--------------------------|---|
| a. Reading | With Accommodations Add Accommodations |
| b. English/Language Arts | With Accommodations Add Accommodations |
| c. Spelling | Not Applicable |
| d. Writing | Not Applicable |
| e. Math | Not Applicable |

| State/District Assessment | Participation Level |
|--|---------------------|
| ACE End of Course Project: Category A | Not Applicable |
| ACE End of Course Project: Category B | Not Applicable |
| ACE End of Course Project: Category C | Not Applicable |
| ACT | Not Applicable |
| ACT COMPASS | Not Applicable |
| ACT Plan | Not Applicable |
| Advanced Placement (AP) | Not Applicable |
| College-Level Examination Program (CLEP) | Not Applicable |

Add Assessment Accommodation

EdPlan by PCG Education

Welcome, Angela | My Calendar | Message Board | Logout

Main Menu | Students | My Calendar | My Docs | My Reports | Wizards | Administrator | My Info | PCG

Student Profile | Personal | Contact Log | Eligibility Process | IEP Process | 504 Process | Documents | Student History

Add Accommodations

Angela Test

| Add List Accommodations | |
|--------------------------|---|
| <input type="checkbox"/> | NS1 ELA / Reading Read-Aloud Accommodations (requires prior OSDE approval) |
| <input type="checkbox"/> | NS2 Unique Accommodation (require prior OSDE approval) |
| <input type="checkbox"/> | P10. Provide cues (arrows, stop signs) on answer form |
| <input type="checkbox"/> | P11. Use masking or template to reduce the amount of visible print |
| <input type="checkbox"/> | P12. Secure paper to work area with tape or magnets |
| <input type="checkbox"/> | P13. Student may read the test aloud or sign the test to himself or herself |
| <input type="checkbox"/> | P14. Placeholders, template, or markers to maintain place |
| <input type="checkbox"/> | P15. Audio calculator |
| <input type="checkbox"/> | P16. Paper & Pencil test |

Compliance status: IEP, Eligibility, or Section 504

The screenshot displays the EdPlan web application interface. At the top left, the logo "EdPlan" is visible, followed by "by PCG Education". On the top right, there is a search bar and a user greeting: "Welcome, Angela | My Calendar | Message Board | Logout". Below this is a green navigation bar with the following menu items: "Main Menu", "Students", "My Calendar", "My Docs", "My Reports", "Wizards", "Administrator", "My Info", and "PCG". The "Students" menu item is circled in red. Below the navigation bar is a search filter panel with the following sections:

- Student Middle Name:** A text input field with an "Exact Match" checkbox.
- Student ID:** A text input field with an "Exact Match" checkbox.
- Status:** A group of checkboxes for "General Ed", "Eligibility", "IEP", "Child Study", "Special Ed", "Discontinued", and "Referral".
- Sort List By:** A dropdown menu currently set to "Student's Last Name".

Below the search filter panel are three green buttons: "View Students", "Advanced Student Search" (circled in red), and "View My Caseload".

Referral

Compliance Status:

Case Manager:

Only include Students with no Teacher of Record

Compliant Warning Overdue

| | Compliant | Warning | Overdue |
|----------------------------|----------------------------|----------------------------|----------------------------|
| Referral | ✓ <input type="checkbox"/> | ⚠ <input type="checkbox"/> | Ⓡ <input type="checkbox"/> |
| Parent Consent | ✓ <input type="checkbox"/> | ⚠ <input type="checkbox"/> | Ⓡ <input type="checkbox"/> |
| Eligibility | ✓ <input type="checkbox"/> | ⚠ <input type="checkbox"/> | Ⓡ <input type="checkbox"/> |
| IEP | ✓ <input type="checkbox"/> | ⚠ <input type="checkbox"/> | Ⓡ <input type="checkbox"/> |
| Section 504 Parent Consent | 5 <input type="checkbox"/> | ⚠ <input type="checkbox"/> | Ⓡ <input type="checkbox"/> |
| Section 504 Eligibility | 5 <input type="checkbox"/> | ⚠ <input type="checkbox"/> | Ⓡ <input type="checkbox"/> |
| Section 504 Plan | 5 <input type="checkbox"/> | ⚠ <input type="checkbox"/> | Ⓡ <input type="checkbox"/> |

Scroll down, Sort by selected criteria

Record of Access

- Electronically recorded
- Signature page to record IEP team members and attendees

| Name of Student: Michael Jordan Test | | | REFERENCE SYSTEM |
|--------------------------------------|--------------|------|------------------|
| State Testing Number (STN): | | | |
| MEETING ATTENDEES | | | |
| Signature | Printed Name | Date | Purpose |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Electronic Access

Student History

Carrie Underwood Test (●)

| Del | Event ID | Event Date* | Event Type | Begin Date | End Date | User | Document | Date Created | |
|--------------------------|----------|-------------|---------------------------|------------|------------|-----------------|--|----------------------------|-------------------------|
| <input type="checkbox"/> | 74 | 07/28/2015 | Eligibility Determination | 07/28/2015 | 07/28/2018 | Cory Tannenbaum | OK Eligibility - MEEGS (ID# 395) | 07/28/2015 15:45 (50 days) | Details |

(1 Events)

* NOTE: Items in this table are sorted in chronological order by Event date. Except that child events (e.g. Progress Report) are listed below the parent event. Event Date is the Meeting Date for IEPs and Eligibilities.

Legend:

= Currently Valid Eligibility

[Update the Database](#)

[View User Actions](#) ←

Select: Show User Actions

View User-Student Actions Criteria

Carrie Underwood Test

Please enter the criteria for the User Actions you wish to view:

| | | | |
|---------------|--|-----------------|--|
| Begin Date: | 08/16/2015  | End Date: | 09/16/2015  |
| Activity: | All ▼ | Page: | All ▼ |
| All Accesses: | <input checked="" type="checkbox"/> List all users who accessed the Student records | Service Logs: | <input checked="" type="checkbox"/> Show all services that were logged for the Student |
| Primary Sort: | Date ▼ | Secondary Sort: | Date ▼ |

Show User Actions

Example of Electronic Record

Student Profile

Personal

Contact Log

Eligibility Process

IEP Process

504 Process

Documents

Student History

View User-Student Actions

Carrie Underwood Test

Changes to **Carrie Underwood Test's** records between **08/16/2015** and **09/16/2015**

| User | Date | Type | Category | Action |
|-------------|---------------------|--------|-----------------------|---|
| Angela Kwok | 08/24/2015 11:45:21 | View | FlexibleInterface | Entered FlexibleInterfacePage15 (Consolidated Student Profile) |
| Angela Kwok | 08/24/2015 11:45:26 | View | FlexibleInterface | Entered FlexibleInterfacePage2 (Eligibility Process) |
| Angela Kwok | 08/24/2015 11:45:28 | View | Evaluations.htm | Entered FI Section: Evaluations.htm |
| Angela Kwok | 08/24/2015 11:45:33 | Update | Assessments | Update Assessment (273): SubjectDomainID,Narrative,SubjectDomainText,DateModified |
| Angela Kwok | 08/24/2015 11:45:33 | View | AssessmentDetails.htm | Entered FI Details Section: AssessmentDetails.htm |
| Angela Kwok | 08/24/2015 11:45:40 | View | MEEGS.htm | Entered FI Section: MEEGS.htm |
| Angela Kwok | 08/24/2015 11:46:27 | View | FlexibleInterface | Entered FlexibleInterfacePage15 (Consolidated Student Profile) |
| Angela Kwok | 08/24/2015 11:46:31 | View | FlexibleInterface | Entered FlexibleInterfacePage2 (Eligibility Process) |

Running a Report in OK EdPlan

The screenshot shows the EdPlan web interface. At the top left is the EdPlan logo with 'by PCG Education' underneath. To the right of the logo is a search bar. Further right, the text 'Welcome, Angela | My Calendar | Message Board | Logout' is displayed. Below this is a green navigation bar with links: 'Main Menu | Students | My Calendar | My Docs | My Reports | Wizards | Administrator | My Info | PCG'. The 'Administrator' link is highlighted. Below the green bar is a blue navigation bar with links: 'School System | System Info | Assign Schools | Inactive Students | User Types | External Systems | Import History | Main Menu | Summary | Reports | Assign Teachers | Inactive Users | User Type Assign | Import Summary Data'. The 'Reports' link is circled in red. Below the navigation bars is a grid of report options. The first row contains '(None Available)' and '(None Available)'. The second row contains 'Service Reports' and 'Service Log Reports'. The third row contains '(None Available)' and '(None Available)'. Below this grid is the heading 'Scheduled Reports'. Underneath is a sub-menu with tabs: 'General', 'State', 'Local', '504', and 'Misc'. The 'State' tab is selected. Below the tabs is a list of reports: 'All Student Export - SPED Only (XLS)', 'All Student Export (xls)', and 'Documents Created in EDPlan'. The first report, 'All Student Export - SPED Only (XLS)', is circled in red.

Generate a report in OK EdPlan to search for active students with no eligibility date.

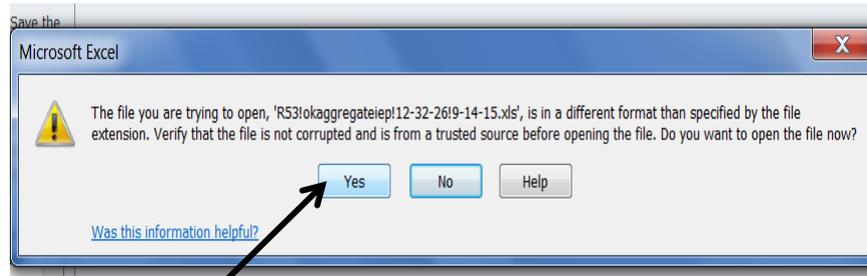
Select:
Administrator Reports,
All Student Export

Your report is number 2 in line for generation.
An e-mail will be sent to 'Angela.Kwok@sde.ok.gov' when it is complete.
When the report has successfully generated, you will find it in either the Saved System Reports section at the bottom of the Reports Page or on the My Reports Page.
The email will provide you with details.

- Disregard opening your e-mail. Report will automatically appear.

| Main Menu Students My Calendar My Docs My Reports Wizards Administrator My Info PCG | | | | | | | |
|---|---------------------|-----------------|--|-------------------|----------------|------------------|---------------------|
| School System | | System Info | Assign Schools | Inactive Students | User Types | External Systems | Import History |
| Main Menu | | Summary | Reports | Assign Teachers | Inactive Users | User Type Assign | Import Summary Data |
| | Date Generated | Created By | Report type | Expiration Date | | | |
| | 09/15/2015 11:34:00 | Mary Kay Nelson | All Student Export - SPED Only (XLS) | 10/15/2015 | | | |
| | 09/15/2015 10:30:00 | David Test | All Student Export - SPED Only (XLS) | 10/15/2015 | | | |
| | 09/14/2015 16:20:00 | Mary Kay Nelson | Projected IEP Meetings (txt) | 10/14/2015 | | | |
| | 09/14/2015 12:39:00 | Mary Kay Nelson | All Student Export - SPED Only (XLS) | 10/14/2015 | | | |
| | 09/14/2015 12:33:00 | Angela Kwok | All Student Export - SPED Only (XLS) | 10/14/2015 | | | |

- Run the report every week



- Select "Yes"

- Select: Sort & Filter

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O |
|----|----------|------------------|------------|-----------|-----------|-------|-----------------|---------------|-----------|-----------|-----|--------|-----------|----------|-------------------|
| 1 | DistCode | DistName | BillingCod | SchoolNar | SchoolCod | Grade | PrimaryDis | PrimaryDis | Secondary | Secondary | Age | Gender | StudentID | StateID | SSNu |
| 2 | RCAPCG | REFERENCE SYSTEM | Sample Sci | | 7 | 1 | | | | | | 2 F | LT7 | | 483- |
| 3 | RCAPCG | REFERENCE SYSTEM | Sample Sci | | 7 | 4 | | | | | | 10 F | TESTC | TestC | 111-22-33 Carly |
| 4 | RCAPCG | REFERENCE SYSTEM | Sample Sci | | 7 | PK | Speech or SLI | | | | | 13 M | 2.04E+08 | 398756 | 267-39-66 Frankie |
| 5 | RCAPCG | REFERENCE SYSTEM | Sample Sci | | 7 | | Developm DD | Visual Imp VI | | | | 3 F | 445566 | | Berklie |
| 6 | RCAPCG | REFERENCE SYSTEM | Sample Sci | | 7 | 4 | Pre-Schoo PP | Pre-Schoo PP | | | | 9 F | 112233 | | Jeni |
| 7 | RCAPCG | REFERENCE SYSTEM | Sample Sci | | 7 | 8 | Intellectua MR | | | | | 12 F | 123 | | Angela |
| 8 | RCAPCG | REFERENCE SYSTEM | Sample Sci | | 7 | | Autism AUT | | | | | 8 M | HT445566 | HT445566 | Howard |
| 9 | RCAPCG | REFERENCE SYSTEM | Sample Sci | | 7 | 4 | | | | | | 9 F | 113344 | | Grace |
| 10 | RCAPCG | REFERENCE SYSTEM | Sample Sci | | 7 | 2 | Speech or SLI | Pre-Schoo PP | | | | 8 M | 113355 | | Jake |
| 11 | RCAPCG | REFERENCE SYSTEM | Sample Sci | | 7 | 4 | | | | | | 9 F | 774455 | | Avery |
| 12 | RCAPCG | REFERENCE SYSTEM | Sample Sci | | 7 | 2 | Speech or SLI | | | | | 7 M | 998855 | | Thatcher |
| 13 | RCAPCG | REFERENCE SYSTEM | Sample Sci | | 7 | PK | Specific Le SLD | Speech or SLI | | | | 3 M | 111633 | 45321 | Wymond |
| 14 | RCAPCG | REFERENCE SYSTEM | Sample Sci | | 7 | 6 | Autism AUT | | | | | 11 M | 556699 | | Jeff |
| 15 | RCAPCG | REFERENCE SYSTEM | Sample Sci | SampleCo | | 4 | Autism AUT | Traumatic TBI | | | | 6 F | FLUFFSTUI | FLUFFSTN | 993-82-73 Fluff |
| 16 | RCAPCG | REFERENCE SYSTEM | Sample Sci | | 7 | 4 | Developm DD | | | | | 5 F | TESTC | | Maria |

The screenshot shows a Microsoft Excel window with the following data table:

| | AD | AE | AF | AG | AH | AI | AJ | AK | AL | AM | AN | AO | AP | AQ | AR | AS |
|----|-----------------------|---------|-------|--------|--------|---------|---------|--------|----------|--------|--|----|----|----------|--------|----|
| 1 | ExitRea | ExitRea | NumOf | DaysUn | DaysUn | StatusC | Student | Reason | Eligible | InstrP | Sort A to Z | | | DateAd | CenCon | C |
| 2 | | | | 0 | 626 | -440 | | | Yes | | Sort Z to A | | | ##### | | |
| 3 | | | | 0 | 1028 | -38 | | | Yes | | Sort by Color | | | ##### | | |
| 4 | | | | 1 | 930 | 201 | | | Yes | | Clear Filter From "Status" | | | ##### | | |
| 5 | | | | 2 | 1027 | 355 | | | Yes | | Filter by Color | | | 7/1/2015 | | |
| 6 | | | | 2 | 991 | 299 | | | Yes | | Text Filters | | | 7/1/2015 | | |
| 7 | Transfer to Another S | | | 2 | 1023 | 298 | | | Yes | 1 | Search | | | 7/2/2015 | | |
| 8 | | | | 0 | 1036 | -30 | | | Yes | | <input checked="" type="checkbox"/> (Select All) | | | 7/2/2015 | | |
| 9 | | | | 0 | 1022 | -44 | | | Yes | | <input checked="" type="checkbox"/> A | | | 7/2/2015 | | |
| 10 | | | | 0 | 1022 | -44 | | | Yes | | <input checked="" type="checkbox"/> I | | | 7/7/2015 | | |
| 11 | | | | 0 | 1027 | -39 | | | Yes | | | | | 7/7/2015 | | |
| 12 | | | | 0 | 1027 | -39 | | | Yes | | | | | 7/7/2015 | | |
| 13 | | | | 0 | 1054 | -12 | | | Yes | | | | | 7/7/2015 | | |
| 14 | | | | 0 | 1083 | 291 | | | Yes | | | | | 7/7/2015 | | |
| 15 | | | | 0 | 1026 | -40 | | | Yes | 1 | | | | ##### | | |
| 16 | | | | 0 | 1058 | -8 | | | Yes | | | | | ##### | | |

The dialog box for column AQ is open, showing the following options:

- Sort A to Z
- Sort Z to A
- Sort by Color
- Clear Filter From "Status"
- Filter by Color
- Text Filters
- Search
- (Select All)
- A
- I

Arrows in the image point to the 'I' checkbox and the 'OK' button.

Uncheck IA for Active.
Select OK.

Warning Signs

- Yield: IEP is due in 30 days
- Yield with arrow: Triannual is due in 30 days
- T with arrow: Transfer student. Must review IEP.

- See page 22 of OK EdPlan End User Manual for complete listing (Available under “Documents” section of the Main Menu page in OK EdPlan)

Transfer of Records

- Move-in students: Document available on “Main Menu”
- “OK EdPlan Transfer Process”



OK EdPlan™

Transfer Processes

Revised August 10, 2015

Transfer Student

- Enroll with records office, information entered into the district's Student Information System.
- Information is communicated with the WAVE.
- Validation process occurs, sends information back to district if incorrect
- WAVE communicates with OK EdPlan. 4 items must match
 - First name
 - Last name
 - State testing number
 - Date of Birth
- Student will enter into OK EdPlan as a general education student. (User Role: Records Specialist)

Transfer: In State (no change)

- Accept with date student enrolled.
- IEP begin date either on or after transfer date.
- Written notice provided (record of this)
- Transfer symbol stays for 90 days. Changes to red stop sign.
- Don't have to change in OK EdPlan (with red symbol) until IEP is due. Finalize IEP. Once finalized, symbol will turn green.
- If wanting to enter into OK Edplan, write IEP addendum using existing information after they enroll.
- Can't change ending date of IEP unless holding another IEP meeting.

In State Transfer

- Call sending district to have them enter an exit reason code.
- Use message board to have PCG send records over from sending district to receiving district.

Students not in the WAVE (Private, childfind, SoonerStart)

- OK EdPlan Administrator can add a new student in OK EdPlan
- Limited to students through child find (including private schools) and SoonerStart.
- Requires hand entry of a “created” Student Testing Number
- Once student enrolls, the new STN will override the previously “created STN.”

Manually add a student in OK EdPlan

Information pertaining to a student rolls in to OK EdPlan from the WAVE. Exceptions to students without an STN must be manually added to OK EdPlan.

Examples include:

- Not yet eligible (younger than 3 or private school)
- Not yet placed (younger than 3 or private school)
- Information not rolled over from WAVE (ex. PowerSchool not communicating)

--No Assigned Schools--



<-- Add new Student to

Merged Files

- As a student turns 3 or as a referred student is determined eligible a State Testing Number will be assigned.
- Send a message to the message board to request the two files be merged (existing file with created STN number is merged with assigned STN).

Setting up Schools

Welcome, Angela | My Calendar | Message Board | Logout

Main Menu | Students | My Docs | My Reports | Wizards | Administrator | My Info | PCG

Schools

- School System
- Users
- Schools ←

| | Cp | School Name | Abbrev | Code | Address | City, State Zip | Phone | Fax | Email |
|--|----|---------------------------------|--------|-------------|----------------|---------------------|--------------|-----|-------|
| | | Sample School | SS | 007 | Weesh Street | Nashville, TN 37027 | 807-459-1234 | | |
| | | Sample School 2 | SS2 | SampleCode2 | 1255 n North | Okc, OK 74887 | 582-987-8852 | | |
| | | Sample School 4 | SS4 | SS4 | 55 School St | Ardmore, OK 11111 | 555-555-5555 | | |
| | | Sample2 School | SS2 | SS2 | 10 Main Street | Test, OK 11111 | 999-555-5555 | | |
| | | Test School | Test | 1234 | | | | | |

(5 Schools)

[Add new School](#)

External Schools

| | Cp | School Name | Abbrev | Code | Address | City, State Zip | Phone | Fax | Email |
|--|----|---|--------|-------|----------|------------------|-------|-----|-------|
| | | Fred Flinstone School of Rock | FF | FF123 | 123 Road | Lawton, OK 12345 | | | |
| | | Sample School 3 | ss3 | ss3 | | | | | |

School

Question: Who gets the money for childcount?

- Child's home school: Oak High School, attends Elm High School for services. This would be the "Serving School"

Example of external schools:

- Student's home school is Lincoln Elementary, student attends Wildcats Alternative School for services (Marked with an "*").
- External schools provide services, but they do not receive money from Child Count.

Assigning Teachers to Students

Options:

1. Use Wizard: Assign teacher of record and team member
2. View each student and select teacher from dropdown

Assigning Caseloads

EdPlan by PCG Education

Welcome, Angela | My Calendar | Message Board | Logout

Main Menu | Students | My Docs | My Reports | **Wizards** | Administrator | My Info | **1.2** | PCG

Caseload Setup Wizard - Select Students to add to caseload of **Angela Kwok**

To add a Student to your caseload, select EITHER the Teacher of Record OR Team Member check box. You should never select both. If the check box next to the related service is checked, then the service will be added to the Student's Related Services Page if it does not already exist.

| Teacher of Record | | Team Member | | Student | School | Grade | DOB | Teacher of Record | Services |
|--------------------------|--------------------------|--------------------------|--------------------------|-----------------------|--------|-------|------------|-------------------|----------------------|
| Check All | Check None | Check All | Check None | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Abe Lincoln Test | SS | 01 | 07/08/2009 | Alicia M Test | (No items available) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Avery Test | SS | 04 | 04/06/2006 | Chelsea Test | (No items available) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Babe Ruth Test | SS | 06 | 02/03/2000 | David Test | (No items available) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Bagel Test | SS | 10 | 07/01/1999 | Alicia M Test | (No items available) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Berklie K Test | SS | | 08/15/2012 | Mark Everhart | (No items available) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Blake Test | SS | PK | 05/20/2011 | Samantha Test | (No items available) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | bob test | SS | | 07/20/2011 | Angela Test | (No items available) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Brad Pitt Test | SS | KG | 06/08/2010 | Chelsea Test | (No items available) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Bruce Lee Test | SS | 11 | 10/09/1997 | David Test | (No items available) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Carly Test | SS | 04 | 06/29/2005 | Mark Everhart | (No items available) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Carrie Underwood Test | SS | 05 | 05/05/2011 | Samantha Test | (No items available) |

Assigning a teacher of record

The screenshot shows the EdPlan web application interface. The top navigation bar includes the EdPlan logo, a search bar, and user information: "Welcome, Angela | My Calendar | Message Board | Logout". Below this is a main menu with items like "Main Menu", "Students", "My Docs", "My Reports", "Wizards", "Administrator", "My Info", and "PCG". The "Administrator" menu is expanded, showing sub-items: "School System", "Users", and "Schools". The "Assign Teachers" link in the main menu is circled in red. Below the navigation is the "Criteria for Selecting Students to Assign" form.

Criteria for Selecting Students to Assign

| | |
|-----------------------|--|
| Grade Level: | All Grades |
| School: | All Schools |
| Student Last Name: | test <input type="checkbox"/> Exact Match |
| Student First Name: | <input type="text"/> <input type="checkbox"/> Exact Match |
| Student Middle Name: | <input type="text"/> <input type="checkbox"/> Exact Match |
| Student ID: | <input type="text"/> <input type="checkbox"/> Exact Match |
| Status: | <input type="checkbox"/> General Ed <input type="checkbox"/> Eligibility <input type="checkbox"/> IEP <input type="checkbox"/> Child Study <input type="checkbox"/> Special Ed <input type="checkbox"/> Discontinued <input type="checkbox"/> Referral |
| No Teacher of Record: | <input type="checkbox"/> Only Students with no Teacher of Record currently assigned. |
| Sort List By: | Student's Last Name |

View Students **Review Caseloads**

Assigning Teacher of Record

EdPlan by PCG Education

Welcome, Angela | My Calendar | Message Board | Logout

Main Menu | Students | My Docs | My Reports | Wizards | Administrator | My Info | PCG

School System System Info Assign Schools Inactive Students User Types External Systems Import History
Main Menu Summary Reports Assign Teachers Inactive Users User Type Assign Import Summary Data

Assign Teacher of Record to Students

Note: Students with no School assigned will not appear in this list. You will have to assign a School to them first.

| Student | School | Grade | Teacher of Record |
|------------------|--------|-------|-------------------|
| Abe Lincoln Test | SS | 01 | Alicia M Test |
| Avery Test | SS | 04 | Chelsea Test |
| Babe Ruth Test | SS | 06 | David Test |
| Bagel Test | SS | 10 | Alicia M Test |
| Berkie K Test | SS | | Mark Everhart |
| Blake Test | SS | PK | Samantha Test |
| bob test | SS | | Angela Test |
| Brad Pitt Test | SS | KC | Chelsea Test |

Example of Eligibility Process

The screenshot shows a web application interface. At the top right, it says "Welcome, Angela | My Ca". Below this is a navigation bar with tabs: "My Calendar", "My Docs", "My Reports", "Wizards", and "Administrator". A secondary navigation bar contains "Contact Log", "Eligibility Process", "IEP Process", "504 Process", and "D". The main content area features a sidebar with four blue buttons: "Review of Existing Data (RED)", "Evaluations", "Eligibility Determination", and "Print View". Each button has a small icon and a green checkmark. At the bottom left, there is a red error icon and the text "- One or more errors exist".

See “Eligibility Process End User Manual” for more information

The screenshot shows a "Documents" table with the following data:

| Del | Pos | New Pos | File Type Category | Date Uploaded | Uploaded By | File Name |
|--------------------------|-----|----------------------|--------------------|---------------|--------------|---|
| <input type="checkbox"/> | 5 | <input type="text"/> | Help Links | 09/14/2015 | Samantha Law | NEW Eligibility Process End User Manual 9/13/2015 |
| <input type="checkbox"/> | 6 | <input type="text"/> | Help Links | 09/13/2015 | Samantha Law | 9.13.2015_PPT Handout for September Administrative Refresh Training |

Out of State Eligibility

- Complete REDs
- Select the correct Purpose: Out of State Transfer
- Background Info (not required)
- Enter Evaluation Data (date indicates it is existing)
(Check include on REDs)
- Date of consent for evaluation (with additional assessment or without additional assessments)
- Choose suspected Primary Disability
- Complete Eligibility Determination Considerations
- Complete: Based on sources, the team has determined...
- Write Summary of eligibility determination
- Write IEP (or conduct evaluation and consider eligibility)

Example of 504 Process

The screenshot shows the EdPlan interface for the 504 process. The header includes the EdPlan logo, user information (Welcome, Angela), and navigation links (My Calendar, Message Board, Logout). A secondary navigation bar contains links for Main Menu, Students, My Docs, My Reports, Wizards, Administrator, My Info, and PCG. A third navigation bar lists sections: Student Profile, Personal, Contacts, Eligibility Process, IEP Process, 504 Process (highlighted), Documents, and Student History. The main content area is titled "Section 504" and "Student: Charlie Brown Test". It features five blue buttons, each with an icon and a status indicator: "Review of Existing Data (RED) and Parent Consent for Evaluation" (checkmark), "Student, Parent, Committee Information" (checkmark), "Eligibility" (checkmark), "Services and Accommodations" (checkmark), and "Documents" (checkmark). A legend at the bottom explains the status indicators: a red X for errors, a green checkmark for error-free information, and a grey checkmark for sections yet to be addressed.

EdPlan by PCG Education

Welcome, Angela | My Calendar | Message Board | Logout

Main Menu | Students | My Docs | My Reports | Wizards | Administrator | My Info | PCG

Student Profile | Personal | Contacts | Eligibility Process | IEP Process | **504 Process** | Documents | Student History

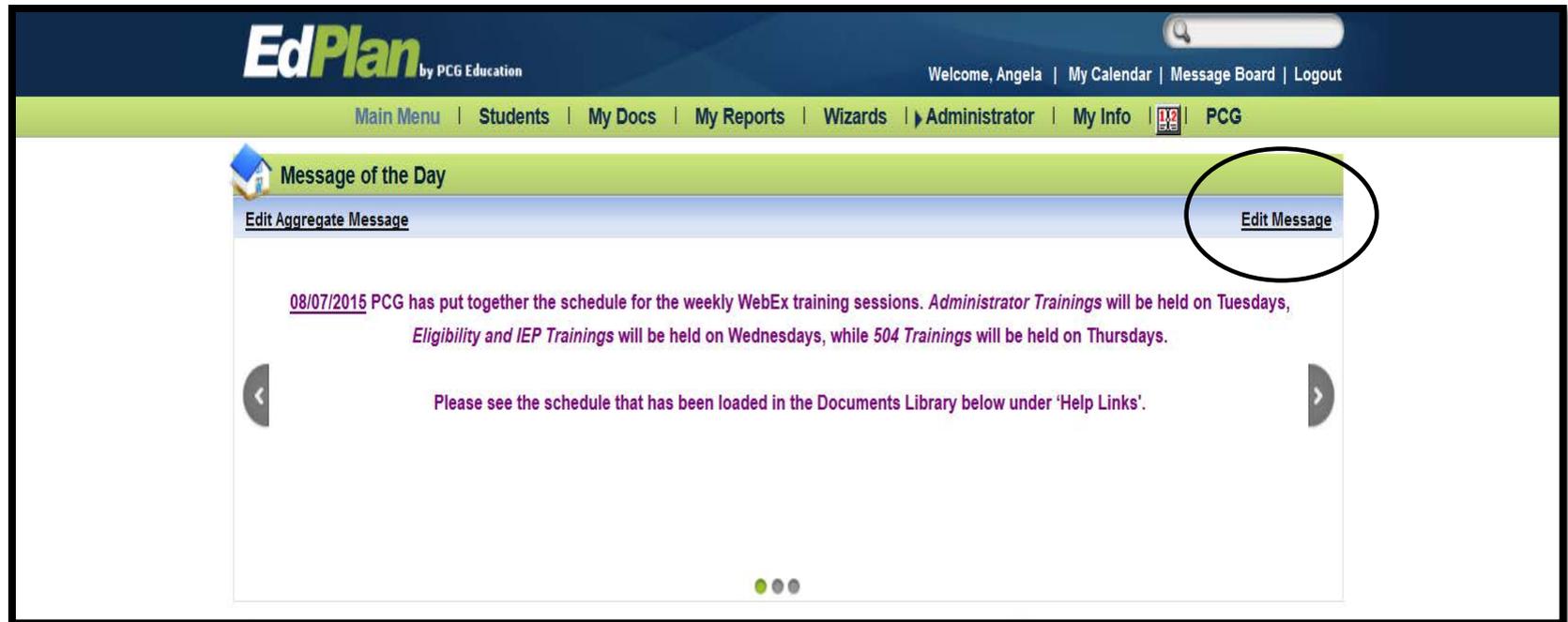
Section 504 Student: Charlie Brown Test

- Review of Existing Data (RED) and Parent Consent for Evaluation ✓
- Student, Parent, Committee Information ✓
- Eligibility ✓
- Services and Accommodations ✓
- Documents ✓

❌ - One or more errors exists in this section
✓ - At least one team member has entered information in this section that is error free
✓ - This section has yet to be addressed

Resources

Main Menu: Announcements



The screenshot shows the EdPlan website interface. At the top, there is a dark blue header with the EdPlan logo and navigation links: Welcome, Angela | My Calendar | Message Board | Logout. Below this is a green navigation bar with links: Main Menu | Students | My Docs | My Reports | Wizards | Administrator | My Info | PCG. The main content area features a 'Message of the Day' section with a blue header and a white body. The message text reads: '08/07/2015 PCG has put together the schedule for the weekly WebEx training sessions. Administrator Trainings will be held on Tuesdays, Eligibility and IEP Trainings will be held on Wednesdays, while 504 Trainings will be held on Thursdays. Please see the schedule that has been loaded in the Documents Library below under 'Help Links'. The 'Edit Message' link in the top right corner of the message box is circled in black.

Announcements can be provided by:

1. OK EdPlan
2. State
3. District (Edited by District Administrator)

Main Menu: Sending a Message to the Message Board (OK EdPlan response)

The screenshot displays the EdPlan interface. At the top, the logo 'EdPlan by PCG Education' is visible, along with a search bar and user information: 'Welcome, Angela | My Calendar | Message Board | Logout'. Below this is a navigation bar with links: 'Main Menu | Students | My Docs | My Reports | Wizards | Administrator | My Info | PCG'. The main content area features a bar chart on the left and a table on the right. The table has a single row with a value of 10. Below the chart is a 'My Messages' section with a 'New Messages' header and a 'Send Message' button circled in red. The 'Send Message' button is linked to a dropdown menu that is open, showing the following options: 'Question', 'Bug Report', 'Comment', 'Suggestion', 'Transfer Request', and 'Data Question'. The 'Question' option is highlighted in blue. Below the dropdown menu, the text 'No Meetings Entered' is visible.

| Category | Value |
|-------------|-------|
| Category 1 | 4 |
| Category 2 | 1 |
| Category 3 | 2 |
| Category 4 | 1 |
| Category 5 | 2 |
| Category 6 | 5 |
| Category 7 | 1 |
| Category 8 | 1 |
| Category 9 | 1 |
| Category 10 | 4 |
| Category 11 | 6 |

| Category | Value |
|------------|-------|
| Category 1 | 10 |

My Messages

New Messages [Send Message](#) [View All Messages](#)

You Have No New Messages

Send Message

- Question
- Question
- Bug Report
- Comment
- Suggestion
- Transfer Request
- Data Question

No Meetings Entered

Resources: OK EdPlan

“Documents” section of OK EdPlan:

- OK EdPlan live webinars each week. Schedule is “WebEx schedule with links”
- Eligibility and 504 Training Video
- IEP Training Video
- OK EdPlan End User Manual

Resources: OSDE-SES

- <http://www.ok.gov/sde/special-education>
- Announcements
- Links
- Resources (webinars)

OK EdPlan Contact Information

- Oklahoma State Department
 - Special Education Services 405-521-3351
- PCG
 - Submit message to the message board on OK EdPlan
 - 1-866-702-6489 (available for OK EdPlan Administrators)
 - OKEdPlan@pcgus.com