OK EDPlan™

IEP Guide

Revised July 2021







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Parents and IEP Team Members

From the Student menu, select the Parents and IEP Team Members page to add parents, guardians and IEP team members.

students ~	MY ACCOUNT ~	REPORTS	tools ~	admin 🗸	DISTRICT CALE	NDAR PEPPER
STUDENT PROFILE	PERSONAL OK	PARENTS/TEAM	CONTAC	T LOG ELIG	BILITY PROCESS	IEP PROCESS





Editing a Parent/Guardian

1. Select 'Details.'

Name	Relationship	Guardian Responsibility	Home Phane	Work Phone	Cell Phone	Details	Delete
Momma Test	Mother, natural/adoptive	Yes				1	Î

2. This will open the Parent panel so parent information can be edited.

Parent/Guardian		
✓ Demographic Information		
Full Name Momma Test		Student Lives Here
Relationship Mother, natural/adoptive	~	Guardian Responsibility
^{E-Mail} mom@gmail.com		
Language	~	

- 3. The 'Student Lives Here' and 'Guardian Responsibility' options must be checked for at least one parent/guardian. This is required to finalize the IEP. Select the 'Include on IEP Team' if the parent/guardian is part of the IEP Team. **NOTE:** If this is not selected for one or more parents/guardians, then there will not be a drop list for you to choose from within some of the document creation pages.
- 4. Select the 'Save' button when all parent/guardian information is added and return to the previous page.





Team Members

- 1. The 'Teacher of Record' is assigned by using the drop list.
- 2. Parents are shown as IEP Team Members, if the box 'Include on IEP Team' is checked on the Parents tab.
- 3. To add an IEP Team Member, click 'Select IEP Team.

SELECT IEP TEAM

4. Select any additional team members from the list displayed.

Other Users at Elementary School B who can access IEP Information

		Se	earch:
Select †	User Name 1	Title †	View Only 1
	Lauren Byars		
	Albert Diaz		
~	Test For Kavit	pass: Letmein123!	
	Margaret Martinez		
~	Certifying Specialist Test	Certifying Specialist	
	ZendeskTeacher Test	Special Education Teacher	
Showing 1 to	o 6 of 6 entries		Previous 1 Next

- 4. To allow 'View Only' permissions, which will not allow the user to make edits to the student's record, check the 'View Only' box to the right of the team member's name.
- 5. Select the 'Save' button when all IEP Team members are added.





IEP Process

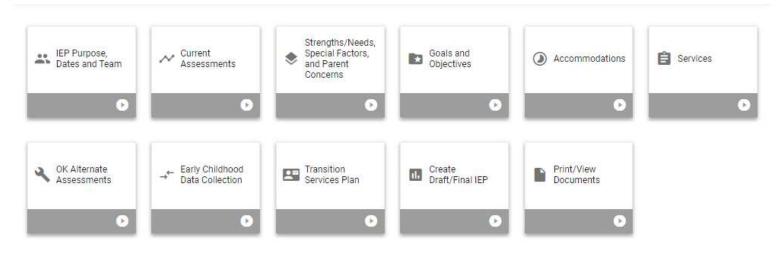
Students ~	MY ACCOUNT ~	REPORTS	T00LS ~	admin ~	DISTRICT CALE	NDAR PEPPE	R Z. BAL	LARD	
STUDENT PROFILE	PERSONAL OK	PARENTS/TEAM	CONTACT	LOG ELI	GIBILITY PROCESS	IEP PROCESS	FBA/BIP	DOCUMENTS	STUDENT HISTORY

The 'IEP Process' tab will guide you through creating the IEP.

IEP Process Landing Page

1. From the Student Menu, click on the "IEP Process" tab.

IEP Process







2. As you complete each 'tile' the section will turn green if completed correctly or will turn red if information is missing or conflicting data has been entered.

IEP Process

 IEP Purpose, Dates and Team 	✓ Current Assessments	Strengths/Needs, Special Factors, and Parent Concerns	Goals and Objectives	Accommodations	Services
Incomplete 🕘	Incomplete !	0	0	Incomplete !	Incomplete 🕘
K Alternate Assessments	→ Early Childhood Data Collection	Transition Services Plan	Create Draft/Final IEP	Print/View Documents	
Incomplete 🕘	Complete	0	C	0	





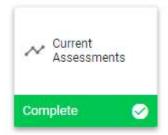
IEP Purpose, Dates and Team

 IEP Purpose, Dates and Team 			
Complete <			
Meeting Purpose IEP Addendum	~	IEP Meeting Date 05/20/2021	Ē
		Date this IEP Begins 05/20/2021	ė
		Date this IEP Ends 05/20/2022	(mil)

- 1. Select the meeting purpose. Note the meeting purpose option, 'In State Transfer." This will be used to accept the IEP of a student moving in from another district within the state.
- 2. Enter the IEP Meeting Date. If the meeting purpose is Initial, the IEP Meeting date will prepopulate with today's date.
- 3. Enter the IEP Begin Date. If the IEP is an initial, the IEP Begin Date will prepopulate with today's date.
- 4. Enter the IEP End Date. For an initial IEP, the end date will prepopulate with one year from today. For meeting purposes of IEP Addendum and In State Transfer, the IEP End Date will not be editable.
- 5. Click 'Save.'

Current Assessments

From the IEP Process tab, select the 'Current Assessments' link to add data to that section of the IEP.







- 1. Select 'Yes' or 'No' to indicate if this student will participate in an 'Alternate Assessment'.
- ~ Alternate Assessment Participation

	rding to the review e IEP process	of the current assessment data and the team's decision, this student will participate in an Alternate Assessment. Please complete the OK Alternate Assessment section
	Yes	No
2.	Select 'Yes	' or 'No' to indicate if the IEP team has decided to include a transition services plan for this student.
	 Inclusi 	on of Transition Services Plan (prior to age 16 or 9th grade entrance)

The IEP team has decided to include a transition plan for this student.

Yes 🔽 No

Adding an Assessment

1. Select the 'Add Assessments' button.

v Present Levels of Academic Achievement and Functional Educational Performance
ADD ASSESSMENT
EDIT ALL ASSESSMENTS





2. Select the assessment category to be addressed, and the assessment areas within the category.

Add Assessment

ssessment Areas		
Academics-Basic Reading Skills	Academics-Listening Comprehension	Academics-Math Calculation Academics-Math Problem Solving
Academics-Oral Expression	Academics-Reading Comprehension	Academics-Reading Fluency
Communication	Fine Motor	Gross Motor
Speech\Language	Social/Emotional Behavior	Sensory Processing
Academics-Written Expression	Academics-Math	Academics-Reading
Motor	Intellectual/Cognitive	
ssessment		

3. Select the assessment from the drop list. The list of assessments is linked to the assessment area you selected previously.

Assessment Category Communication/Language	~
Assessment Areas	
Communication Psychological Social/Emotional	Speech\Language
Assessment	
Assessment (Required)	✓ Assess
Custom Assessment Name	Ass





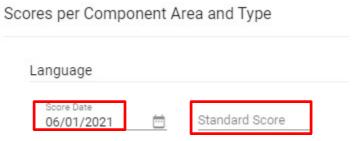
4. Enter the assessment date and add the assessment narrative.

Assessment Narrati	ve	
		12
Rate	Accuracy	Fluency
Rate Comprehension	 Oral Reading Index 	Fluency
		Composite Score
Comprehension	Oral Reading Index	
Comprehension ore Types	Oral Reading Index	Composite Score
Comprehension Ore Types Advanced Confidence Intervals	Oral Reading Index Oral Reading Index Age Equivalent Full Scale	Composite Score Grade Equivalent
Comprehension Ore Types Advanced Confidence Intervals Limited Knowledge	Oral Reading Index Oral Reading Index Age Equivalent Full Scale Number Correct	Composite Score Grade Equivalent Number Incorrect

- 5. Select the appropriate component areas and score types.
- 6. Click 'Save and Add Scores.'



7. The date will prefill with the assessment date. Enter scores for the assessment.







8. If the assessment has been administered more than once, select 'Add More Scores' to add an additional administration date and associated scores.

NOTE: If you would like to edit the details of all of the student's assessments at once, select the 'Edit All Assessment Details' button. This will bring up the detail fields of all assessments, which you can then edit and save all at once by clicking 'Save and Continue' once you have completed all fields.

 Present Levels of Academic Achievement and Functional Educational Performance 	ADD ASSESSMENT	EDIT ALL ASSESSMENTS
Add Assessment		
Unsatisfactory Verbal Within Functional Limits (WFL)	-)	
Scores per Component Area and Type		
Accuracy ADD MORE SCORES		
Score Date 06/01/2021 🛅 Standard Score		
Fluency ADD MORE SCORES		
Score Date 06/01/2021 🛅 Standard Score		
Comprehension ADD MORE SCORES		
Score Date 06/01/2021 🛗 Standard Score		

Add Custom Assessments

- 1. To add a custom Assessment, return to the 'Current Assessment' page, then select the 'Add Assessments' button.
- 2. Select the assessment category and assessment area within the category, then complete the 'Add Custom Assessments' section



3. Select the 'Save' button.





4. 4, Select 'Edit' to open the Assessment panel and edit any assessment information.

Include	Method of Assessment 1	Assessment Date 🗸	Assessment Category 1	Component Area	Score Types 1	Edit	Delete
	Clinical Evaluation of Language Fundamentals-5 (CELF-5) Ages 9-21	05/21/2021	Communication/Language	Core Language Score (CLS)	Scaled Score: 77	1	Î

5. Note that assessments are displayed in groups, according to Assessment Area. Click on the Assessment Area to view assessments in that category.

ACao	lemics-Basic Reading Skills	Communication	Speech\Language			
Include	Method of Assessment \uparrow_{\downarrow}			Assessment Date $ \psi $	Assessment Category T_{\downarrow}	1





Deleting Assessments

1. On the Current Assessments page, click the Assessment Area to view the student's assessments for that area.

✓ Present Levels of Academic Achievement and Functional Educational Performance

 ADD ASSESSMENT
 EDIT ALL ASSESSMENTS

For any areas where special education is needed for the student to progress in the general curriculum, indicate specific present levels of performance to use in the development of the goals, accommodations, modifications, related and supplementary services. Academics-Oral Expression Intellectual/Cognitive Include Method of Assessment 7 Assessment Date 🤟 Assessment Category † Component Area 🐴 Score Types \uparrow_{\downarrow} Edit Delete Confidence Intervals: 11 Kaufman Test of Educational Achievement, 3rd Edition (KTEA-III) Math Computation (MC) Academic/Achievement Number Correct: 43

2. Click the trash can icon to delete the assessment.

Present Levels of Academic Achievement and Functional Educational Performance
ADD ASSESSMENT
EDIT ALL ASSESSMENTS

For any areas where special education is needed for the student to progress in the general curriculum, indicate specific present levels of performance to use in the development of the goals, accommodations, modifications, related and supplementary services.

Acade	demics-Oral Expression	Intellectual/Cognitive						
Include	Method of Assessment \uparrow_{\downarrow}		Assessment Date 🕹	Assessment Category 1/4	Component Area 👎	Score Types τ_{\downarrow}	Edit	Delete
	Kaufman Test of Educatio	onal Achievement, 3rd Edition (KTEA-III)		Academic/Achievement	Math Computation (MC)	Confidence Intervals: 11 Number Correct: 43	-	Ē

3. Click 'Remove' on the confirmation modal to delete the assessment.

Are you sure you want to remove the following Assessment?	
lethod of Assessment aufman Test of Educational Achievement, 3rd Edition (KTEA-III)	







Strengths/Needs, Special Factors, and Parent Concerns

1. From the IEP Process tab, select the 'Strengths/Needs, Special Factors, and Parent Concerns' link to enter a description of student's current strengths, parent concerns and how the student's disability affects involvement in the general curriculum. Considerations of special factors for IEP development must also be addressed. This page may also be accessed by clicking the green 'Save and Continue' button on the Current Assessments page, or by selecting the page from the slider bar on the right.

1	EP Process	lose
	IEP Purpose, Dates and Team	
	Current Assessments	
	Strengths/Needs, Special Factors, and Parent Conce	rns
	Goals and Objectives	
0	Accommodations	
	Services	
	OK Alternate Assessments	
	Early Childhood Data Collection	
	Transition Services Plan	
	Create Draft/Final IEP	
	Print/View Documents	

All text fields on the Narratives page must have an entry. There is a 'Save' button after each section. Select any of the 'Save' buttons to save the entire page.

2. Select 'Yes' or 'No' from the radio buttons for 'Consideration of Special Factors for IEP Development,'. If a user picks 'Yes' in the first question, they must answer the sub-question(s).

 Limited English 	Proficiency
1. Does the student i	nave limited English proficiency?
Yes	O No
1a. If yes, what is his	/her primary mode of language?

3. When completed, select the 'Save and Continue' button to check for errors and move to the Goals and Objectives page.





Goals and Objectives

Adding Goals

1. From the IEP Process landing page, select the 'Goals and Objectives' tile. Goals and Objective page can also be accessed by clicking the green Save and Continue button from the Strengths/Needs page, or by using the slider bar on the right side of the screen.

2. Select 'Add Goals and Objectives.'

Add Goals and Objectives

ADD CUSTOM OBJECTIVE(S) TO ALL GOALS

ADD GOALS AND OBJECTIVE(S)

3. You may write a custom goal, add a goal from your bank, or add a goal from a list. To add a custom goal, enter the Area of Need, and the information in the 'Condition,' 'Targeted Skill or Behavior,' 'Criteria,' and date fields. As you enter this information, the data will be concatenated to build the goal. Baseline information may be documented in the Baseline text field, but is not required.

∽ Goal		ADD GOAL FROM MY BANK ADD GOAL FROM LIST
	Annual Goal:	
Area of Need	Given Ryan will b	у.
Baseline	Given	Condition
		(Required)
	will	Targeted Skill or Behavior
		(Required)
		Criteria
		(Required)
	Date	ьу mm/dd/yyyy ៉
		(Required)



A



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Note the Annual Goal that has been built using the individual data elements entered here

rea of Need		Annual Goal:	
Academics-Reading Comprehension	~	Given text on his instructional level, Ryan will use context clues to determine the meaning of unfamiliar words in reading materials with 80% accuracy, as measured by written work samples, by 12/17/2021.	
Baseline		Given	Condition text on his instructional level,
		will	Targeted Skill or Behavior use context clues to determine the meaning of unfamiliar words in reading materials
			Criteria with 80% accuracy, as measured by written work samples,
		Date	^{Бу} 12/17/2021 🛗

4. Enter the person responsible, how parents will be informed of progress, and the frequency with which progress will be reported, and an overall goal comment if needed. If this is an ESY goal, check the ESY check box. Click 'Save.'

Person (Desition Bessensible		ESY
Person/Position Responsible Required)	~	
How will the parent be informed of student's progress towards the annual	~	
HEQUINEd)		
Frequency of progress towards goals?	~	
Required)		
Required) Overall Goal Comments	_	

5. Saving the goal will prompt the Evaluation Procedure section to open. Click 'Add Evaluation Procedure' to enter the method to be used to measure progress toward the goal.

Evaluation Procedure

6. Select the Evaluation Procedure, Subtest (if applicable), and grade. You may also add a custom evaluation procedure.

ADD EVALUATION PROCEDURE





Evaluation Procedure	Subtest	Score Type(s)	Target Score(s)	Target Date(s)	Сору
Checklist	No Subtest	of 5 trials	4		
Custom Evaluation Pr	rocedure				
Evaluation Procedure					
Data Collection		~			
Subtest		~			
Grade					

7. Next select the score type and enter the Target Score. Enter a Target Date if it is less than the end date of the IEP. Click Save.

trials	of 5 trials	irials of 10	days per week	✓% of the time Grade Equivalent	Age Equivalent
Number Correct	Number Incorrect	Percentage	Raw Score	Scaled Score	Standard Score
T Score	With % accuracy	With fewer than prompts	With no more than errors	With no more than verbal prompts	With no more than visual prompts
Words per Minute (WPM)	Digits per Minute (DPM)	trials	$\frac{1}{1000} \frac{1}{1000}$ where $\frac{1}{1000}$ with the $\frac{1}{1000}$	Domain Quotient	Percentile

Target Scores and Target Date(s)

_% of the time





X

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8. Frequently used Evaluation Procedures will be listed at the top of the modal window. Click 'Copy' to apply an evaluation procedure to the goal.

Add Evaluation Procedure

Evaluation Procedure	Subtest	Score Type(s)	Target Score(s)	Target Date(s)	Сору
AIMSweb - Math	No Subtest	With fewer than prompts	fifteen		
AIMSweb - Writing	No Subtest	Composite Score	45	05/14/2021	
Boardwork	No Subtest	of 3 trials	4		

Adding Goals from a List

1. Select 'Add Goals and Objectives.'

 Add Goals and Objectives 	ADD CUSTOM OBJECTIVE(S) TO ALL GOALS	ADD GOALS AND OBJECTIVE(S)
2. Select 'Add Goal from List.'		
∽ Goal	ADD GOAL FROM MY BAI	NK ADD GOAL FROM LIST
3. Select the appropriate goal list.		
Add Goal from List		
Select Goal List		
C EdPlan Goals	Oklahoma Academic Standards - Extended Indicators (OAS-EAI)	Academic

4. Select the goal area.





Add Goal from List	×
Select Goal List	
🔿 EdPlan Goals	Oklahoma Academic Standards - Extended Academic Indicators (OAS-EAI)
OAS EAL	
English Language Arts	CLOSE SAVE
Mathematics	to the student to accomplish the skill. Conditions also include settings of
Science	
Social Studies	ADD GOAL FROM MY BANK AT
	Annual Goal:
U.S. History	Given Guadalupe will by 06/01/2022.

5. Select the grade, Annual Goal Category, and Annual Goal, and Save.

	Oklahoma Academic Standards - Extended Academic Indicators (OAS-EAI)	
~		
~		
~		
		Indicators (OAS-EAI)

6. The selected goal will populate in the 'Targeted Skill or Behavior' text field. You will need to separate the condition and criteria and put them in the appropriate fields. See example below.

	will The student will understand Operations and Algebraic Thinking [with of trials]. by .
Given	Condition
	(Required)
will	Targeted Skill or Behavior The student will understand Operations and Algebraic Thinking [with% accuracy/ of trials].
	Criteria
	(Required)
Date	by mm/dd/yyyy 🛅 (Required)





75% accuracy by	assignment Ruby will understand operations and algebraic thinking with 08/04/2022.
Given	Condition an algebra assignment
will	Targeted Skill or Behavior understand operations and algebraic thinking
	Criteria with 75% accuracy

7. Complete the remaining goal fields as outlined previously.

Adding Goals from a Bank

1. Select 'Add Goal from My Bank.'

Add Goals from Bank	MANAGE BANK	×
Category Academics - Oral Expression 🗸		
Show 10 🗸 entries	Search:	
Add 1 Custom 1 Goal Text 1		
Yes Given 3rd oral expression goal Guadalupe will targeted skill criteria by 06/01/2022.		
Yes Given condition Guadalupe will targeted skill criteria by 06/01/2022.		
Yes Given oral expression condition Guadalupe will targeted skill criteria by 04/04/2022.		
Showing 1 to 3 of 3 entries	Previous 1 Nex	xt

- Complete the remainder of the required fields, and Save.
 Add Evaluation Procedure(s) as outlined previously.





ADD OBJECTIVE

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Adding Objectives

Short term objectives or benchmarks are only required in the IEPs of children who take Alternate Assessments aligned to Alternate Achievement standards. Should an IEP team wish to add short-term objectives for students outside of the Alternate Assessment population, this option is available in the system.

1. Select the 'Add Objective' button.

Objectives

2. Enter objectives in the same way goals were entered. Evaluation Procedures, Score Types, and Target Scores will be added after the objective is saved.

Objective:		
Given Ryan will by .		
Given	Condition	
	(Required)	/2
will	Targeted Skill or Behavior	
	(Required)	2
	Criteria	
	(Required)	
Date	by mm/dd/yyyy 茴 (Required)	
	will	Condition (Required) will Targeted Skill or Behavior (Required) Criteria (Required) Date by mm/dd/yyyy

3. Select the 'Save and Continue' button to return to the Goals page.





Banking Goals and Objectives

This feature allows for creation of a Goals Bank for use when adding goals to the Goals and Objectives page. The banking option allows users to import the goals used on a regular basis to a Goal Bank. Users can develop their banks from the goal lists, by adding custom goals/objectives or by importing existing goals from students on their caseload. The goal bank management screen can be accessed on the 'My Info' tab or directly on the Goals page.

ADDING ANNUAL GOALS TO BANK

1. Select 'Add Goals and Objectives.'

 Add Goals and Objectives 	ADD CUSTOM OBJECTIVE(S) TO ALL GOALS	ADD GOALS AND OBJECTIVE(S)
2. Select 'Add Goal from My Bank.'		
~ Goal	ADD GOAL FROM MY	BANK ADD GOAL FROM LIST
3. Select 'Manage Bank.'		
Add Goals from Bank	M	ANAGE BANK X

4. You may add custom goals to the goal bank, import goals from your caseload, or add goals to your bank from a list.

Manage Goal Bank	MANAGE CATEGORIES	IMPORT FROM CASELOAD	ADD CUSTOM	ADD FROM LIST	EDIT ALL

5. To import goals from your caseload, select one or more of the following by checking the box next to it:

- Only import goals from ABC Student
- Only include students for whom I am Teacher of Record
- Create Categories from the Goal Area of the Goal

Only Import Goa	ls from Ryan K Test		
Only include Stu	dents for whom I am the	Teacher of Record	
Create Categori	es from the Goal Area of	the enclosing Goal	

6. Click 'Save' to save the goals to your goal bank.



n



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Managing Goal Bank Categories 1. Select 'Manage Categories.' Manage Goal Bank Manage Categories for Goal Bank

To add categories enter them below and select the "+" icon. Deleting a category will place any Goals currently in that category into the "-none-" category.

Show 10 🗸 entries		Search:		
Position †	Category †	Number of Goals $~^{\dagger}\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!$	Add/Delete †	
New	New Goal Category		+	
1	Academics - Oral Expression	3	Î	
2	Academics-Listening Comprehension	2	Î	
3	Fine Motor	1	Î	
Showing 1 to 4	4 of 4 entries		Previous 1 Next	

8. To delete a category, click the trash can icon.

Manage Ca	anage Categories for Goal Bank				
	dd categories enter them below and select the "+" icon. gory into the "-none-" category.	Deleting a category will place any Goals	currently in that		
Show 10	✓ entries	Search:	b		
Position \uparrow_{\downarrow}	Category 1	Number of Goals $^{\dagger}\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!$	Add/Delete \dagger_{\downarrow}		
New	New Goal Category		+		
1	Academics - Oral Expression	3	î.		
2	Academics-Listening Comprehension	2	÷.		
3	Fine Motor	1	ii ii		
Showing 1 to	4 of 4 entries		Previous 1 Next		





Accommodations

1. From the IEP Process tab, select the Accommodations link.

 IEP Purpose, Dates and Team 	≁ Current Assessments	Strengths/Needs, Special Factors, and Parent Concerns	Goals and Objectives	Accommodations	Services
Complete 🥪	Incomplete !	Complete 🥪	Complete 🥥	Complete 🥪	Complete
OK Alternate Assessment	→ Early Childhood Data Collection	Transition Services Plan	Create Draft/Final IEP	Print/View Documents	

2. Select the Participation Area(s) and Participation level(s) for State/District assessments.

~ Participation in State/District

Include	Participation Area	Participation Level		
\sim	OSTP - Grade 3-8 ELA	Not-Applicable	With Accommodations	Without Accommodations
	OSTP - Grade 3-8 Math	Not-Applicable	With Accommodations	Without Accommodations
	OSTP - Grade 5 or 8 Science	Not-Applicable	With Accommodations	Without Accommodations

3. Select the Participation Area(s) and Participation level(s) for classes/activities.

Partic	Participation in Class/Activity				
Include	Participation Area	Participation Level			
	Reading	Not-Applicable	With Accommodations	Without Accommodations	
~	English/Language Arts	Not-Applicable	With Accommodations	Without Accommodations	
	Spelling	Not-Applicable	With Accommodations	Without Accommodations	
	Writing	Not-Applicable	With Accommodations	Without Accommodations	

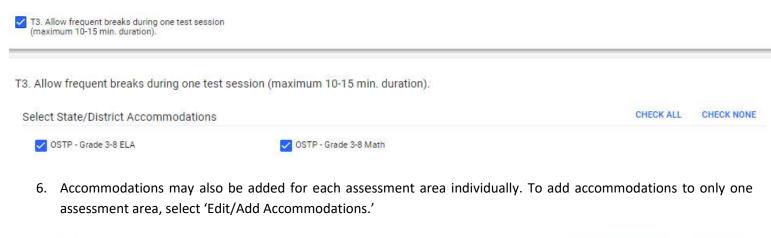
4. Accommodations may be added in two ways. Selecting the 'Add Accommodations' that is associated with State/District Assessments allows you to select and add multiple state/district accommodations to multiple assessment areas.

 State/District Accommodations 	ADD ACCOMMODATIONS	CLEAR ALL
∽ OSTP - Grade 3-8 ELA	EDIT/ADD ACCOMMO	DATIONS
∽ OSTP - Grade 3-8 Math	EDIT/ADD ACCOMMO	DATIONS





5. As you select the accommodation, it is added to all state/district and class/activity areas. You may unselect a state/district and/or class activity area if the specific accommodation is not appropriate for that area.



State/District Accommodations	ADD ACCOMMODATIONS CLEAR	RALL
∽ OSTP - Grade 3-8 ELA	EDIT/ADD ACCOMMODATIONS	£

Accommodation(s)

T3. Allow frequent breaks during one test session (maximum 10-15 min. duration).

The selected accommodations will only be applied to the specific assessment area.

State/District OSTP - Grade 3-8	3 ELA	
Select State/District Accommodation	h(s)	
NS1. ELA/Reading Read-Aloud Accommodation (may select at time of IEP for use on district assessments, but must obtain OSDE approval for use on state assessment).	NS2. Unique Accommodations (require prior OSDE approval).	P10. Provide cues (arrows, stop signs) on answer form.
P11. Use masking or templates to reduce the amount of visible print.	P12. Secure paper to work area with tape or magnets.	P13. Student may read the test aloud or sign the test to himself or herself.
P14. Placeholders, template, or markers to maintain place.	P15. Audio calculator.	P16. Paper & Pencil test.
P1a. Large print version.	P1b. Contracted braille version.	P1c. Large print through online

7. The process to add Class/Activity accommodations is much the same, select 'Add Accommodations' to select and apply class/activity accommodations to Class/Activity areas, or select 'Edit/Add Accommodations' to add accommodations to one specific Class/Activity area.





Class/Activity Accommodations	ADD ACCOMMODATIONS CLEAR ALL
∽ English/Language Arts	EDIT/ADD ACCOMMODATIONS
~ Math	EDIT/ADD ACCOMMODATIONS

8. Check the 'Include' checkbox to include the accommodation on the printed IEP document.

Participation in State/District

Include	Participation Area	Participation Level		
	OSTP - Grade 3-8 ELA	Not-Applicable	With Accommodations	Without Accommodations
	OSTP - Grade 3-8 Math	Not-Applicable	With Accommodations	Without Accommodations
	OSTP - Grade 5 or 8 Science	Not-Applicable	With Accommodations	Without Accommodations
	Grade 11 Science	Not-Applicable	With Accommodations	Without Accommodations
	U.S. History	Not-Applicable	With Accommodations	Without Accommodations



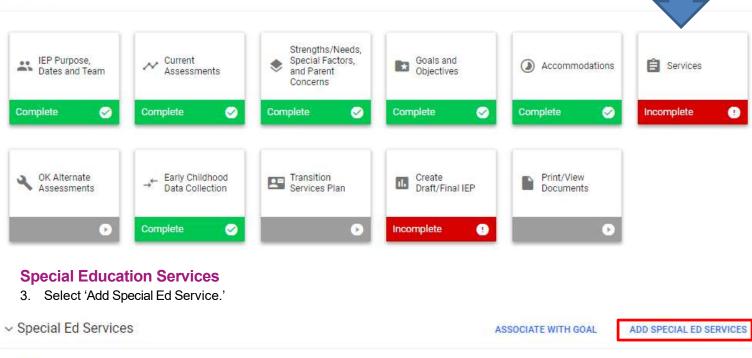


Services

All Special Education Services, Related Services and Supplemental Aids are added on the page titled 'Services.'

1. From the IEP Process tab select the 'Services' link.

IEP Process



There are currently no Special Ed Services determined for this student

- 2. In the modal window, select the service (or click 'Custom Special Ed Service' to add a custom service, service type, number of sessions, session length, start and end dates (start/end dates will prefill with IEP start/end dates, but can be edited), location, and provider.
- 3. If the services are provided at a school different from the attending school, select a Serving School. Only select a Serving School if the services are provided at a different school.
- 4. Save, or click 'Add Another Service' to continue adding special education services.
- 5. Select ESY or Contingency if appropriate.





dd Special Ed Service			>
Custom Special Ed Service			
Service	~		
(Required)			
Service Type	~		
(Required)			
Number Sessions		per week	~
(Required)	5		
Session Length		Unit of Time Minutes	
(Required)			
Start Date mm/dd/yyyy	(1-1)	End Date mm/dd/yyyy	
(Required)		(Required)	
Location	~		
(Required)			
Provider	~	ESY	
(Required)			
a 2000 (1994)		Contingency	
Serving School	*		





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Related Services

Related Services			ASSOCIATE WITH GOAL		ADD RELATED SER	
There are curre	ently no Related Services determi	ined for this student				
	propriate 'Related Serv nber of Sessions' per Ye				om service.	
Enter a start	date and end date for th					
Check ESY, a Select the Pro	as needed. ovider and Service Loca	ation. Provider and	Location are required t	to create a Final IEP.		
If the service	is provided at a school	different from the a				
	ave' button to return to t Id Related Service	he previous page.			~	
Au	d Related Service				×	
	Custom Related Service				1	
0	ervice					
5 miles	ervice equired)	~				
0	antica Tupa					
	ervice Type ^{equired})	×				
N			per	0.440		
10	umber Sessions ^{equired})		week	×		
			Unit of Time			
	ession Length ^{equired)}		Minutes			
	art Date		End Date			
	im/dd/yyyy	Ē	mm/dd/yyyy			
(R	equired)		(Required)			
	ocation	~				
L	equired)					
			ESY			
(R	rovider	~				
(R	rovider equired)	~				





Supplemental Aids 1. On the Services page, select the 'Add Supplemental Aids' button. Supplemental Aids ADD SUPPLEMENTAL AIDS ASSOCIATE WITH GOAL There are currently no Supplemental Aids determined for this student 2. Select the appropriate aids and services from the dropdown menu or enter custom information. 3. Choose the number of sessions per year, week, month or day. Choose the session length in minutes. 4. Enter the start date and end date. 5. Select the 'Save' button to return to the previous page. Add Supplemental Aid × Custom Supplemental Aid Service U. (Required) per Number Sessions week Š Unit of Time Session Length Minutes Start Date End Date (Ċ. mm/dd/yyyy mm/dd/yyyy (Required) (Required) Training (Required) Implementation (Required) ADD ANOTHER SERVICE CLOSE SAVE





LRE Details

Click the arrow to expand the LRE and General Education section and enter information concerning 'Least Restrictive Environment' (LRE).

Enter the appropriate response to each question in the corresponding fields. If 'No' is selected, answer the corresponding question(s).

LRE and General Edu	ation
The Continuum of Pl facility, public/private	cements for the least restrictive environment (LRE) includes regular classes full-time, special classes part-time or full-time, public/private separate day school residential facility, home instruction/hospital environment, correctional facility, or parentally placed in private schools.
Amount of time in general education 100% of instructional day	setting
Provide an explanation bel activities	w of the extent, if any, to which the child will not participate with nondisabled students in the general education curriculum or age appropria
explain	
es	
Describe continuum of pla	ements considered and reasons determined not appropriate
continuum	

Early Childhood Educational Environment

The process of determining the most accurate educational environment must be completed at each IEP meeting for children ages 3 and 4 and in grade PK. The steps for providing an accurate educational environment within OK EDPlan[™] are shown below.

1. Answer the questions to determine the child's early childhood educational environment.

Enter Early Childhood Educational Environment Data

 A regular early childhood program includes at least 50% typically developing children (children without IEPs).

 Includes:
 Does not include:
 Does not include:
 Des not





2. Once you have completed the page you will need to 'Save and Confirm EC Placement' to confirm the placement that you just entered.

NOTE: To view previous placement you must select the button 'View Previous Placement.'

ESY Details

1. Scroll down to Extended School Year section on the Services page and complete the information for 'Extended School Year' (ESY).

✓ Extended School Year

Date ESY program was/will be determined mm/dd/yyyy

Indicate the IEP Team's determination of student eligibility for Extended School Year (Required)

2. Select the 'Save and Continue' button to move to the next page in the IEP process.





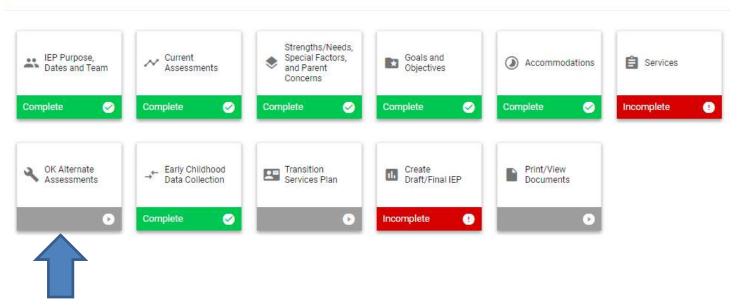
OK Alternate Assessments

The OAAP Portfolio assessment is intended for a very small population of students with the most significant cognitive disabilities. Due to the severity of the cognitive disabilities of this population of students, alternate achievement of the content standards is required in daily instruction as well as statewide assessment and the performance expectations aligned with the statewide general assessment are not appropriate even with accommodations. Assessment decisions are made on an annual basis by the IEP team and students must meet certain criteria to be eligible for an alternate assessment. Students who do not meet the eligibility criteria displayed below SHOULD NOT take the alternate assessment.

If the answer to **ANY** of the questions below is "NO", the student must participate in the regular assessment with or without accommodations. If **ALL** of the answers to the questions above are "YES", the student is eligible to participate in an alternate assessment.

1. From the IEP Process tab select the 'OK Alternate Assessments' link.

IEP Process







2.	Select 'Yes' or 'No' in the Participation Criteria Checklist.					
6	The OAAP Portfolio assessment is intended for a very small population of students with the most significant cognitive disabilities. Due to the severity of the cognitive disabilities of this population of students, alternate achievement of the content standards is required in daily instruction as well as statewide assessment and the performance expectations aligned with the statewide general assessment are not appropriate even with accommodations. Assessment decisions are made on an annual basis by the IEP team and students must meet certain criteria to be eligible for an alternate assessment. Students who do not meet the eligibility criteria displayed below SHOULD NOT take the alternate assessment.					
	If the answer to ANY of the questions below is "NO", the student must participate in the regular assessment with or without accommodations. If ALL of the answers to the questions above are "YES", the student is eligible to participate in an alternate assessment.					
 ✓ Parti 	ipation Criteria Checklist					
Does th	student have significant intellectual disabilities AND significant adaptive behavior deficits?					
Y	No No					
Does th	student's IEP require alternate achievement standards in ALL content areas?					
□ Y	No No					
Does th	IEP team feel extensive family/community supports will be a lifelong requirement regardless of modifications, accommodations or adaptations implemented in the student's program?					
Y	No					
Does th	student require intensive and extensive direct instruction in multiple settings to acquire, maintain, generalize and demonstrate knowledge of skills?					
<u> </u>	No No					
	sion to place the student on an alternate assessment is based on the student's disability and NOT on excessive absences, language, social, cultural, or economic differences, OR ration reasons such as the student is expected to perform poorly on the regular assessment, the student displays disruptive behaviors, or the student experiences emotional distress sting.					
[] Y	No No					

3. Select the 'Save and Continue' button to check for errors and return to the IEP process page.

NOTE: If you selected 'No' the child will not participate in the alternative assessments on the 'Current Assessments' page, this page will be read only.





OK EDPlan[™] - IEP Guide

Early Childhood Data Collection

1. From the IEP Process tab select the 'Early Childhood Data Collection' link.

IEP Process

 IEP Purpose, Dates and Team 	✓ Current Assessments	Strengths/Needs, Special Factors, and Parent Concerns	Goals and Objectives	Accommodations	Services
Complete 🧭	Complete 🥥	Complete 🧭	Complete 🥥	Complete 🥑	Incomplete ()
OK Alternate Assessments	→ Early Childhood Data Collection	Transition Services Plan	Create Draft/Final IEP	Print/View Documents	
O	Complete 🥪	O	Incomplete ()	o	

Early Childhood Outcomes Summary

The left side of the page is entrance data and the right side of the page is exit data.

- 2. Enter the date for either entry or exit from the Early Childhood Program and associated ratings. Remember there is only one Entrance into the Early Childhood Program and one exit date. This is not a direct correlation with exiting the school district or entering the school district.
- 3. Enter data in the sections below Source of Information, Summary of Relevant Results, and Date.
- ~ Early Childhood Outcomes Summary

ate of ECO Entrance Rating nm/dd/yyyy	—	Date of ECO Ex mm/dd/yyy	 	Days Between ## days	
Early Childhood Outcor	nes Rating Scale				
Early Childhood Outcor Not Yet		nerging	Somewhat		Complete





OK EDPlan™ - IEP Guide

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 clo contact with the child):

 Relating with Adults Relating with Other cl Following rules relate 	hildren d to groups or interacting with	others.					
Entrance 1 - Positive S	ocial Emotional Skills			Exit 1 - Positive Social E	Emotional Skills		
To what extent does this functioning across a varie on this outcome?	child show age-appropriate ty of setting and situations,		~	To what extent does this c functioning across a variet on this outcome?	hild show age-appropriate y of setting and situations,	:	~
Supporting Evidence for	or rating response			Supporting Evidence fo	r rating response		
Source of Information	Summary of Relevant Results	Date		Source of Information	Summary of Relevant Results	Date	
		mm/dd/yyyy				mm/dd/yyyy	ė
		mm/dd/yyyy				mm/dd/yyyy	Ċ
		mm/dd/yyyy	<u></u>			mm/dd/yyyy	t

4. Select the 'Save and Continue' button to check for errors and return to the IEP process page.





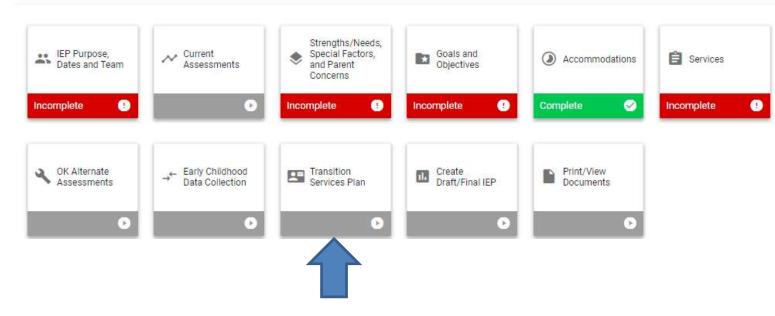
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Transition Services Plan

The IEP must include secondary transition services that are in effect no later than the beginning of the student's ninth grade year or upon turning 16 years of age, whichever comes first, or younger, if determined by the IEP team, and updated annually.

1. From the IEP process tab select the 'Transition Service Plan' link

IEP Process







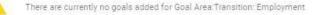
OK EDPlan™ - IEP Guide				
1. Click 'Add Assessment' to enter any transition or vocational assessments.				
 Present Levels of Academic Achievement and Functional Performance 	ADD ASSESSMENT			
There are currently no assessments added for Assessment Areas "Transition Services" or "Vocational".				
Click the 'Add Assessment' button in the top right corner of the panel to add assessment(s).				
2. Enter the Strengths, Preferences, Interests and Needs.				
3. Enter a description of each Post-Secondary and Annual goal in the text boxes.				
 Desired Post-Secondary/Outcome Completion Goals 				
Appropriate measurable post-secondary goals based upon age appropriate transition assessments related to training, educ living skills and community participation. Independent Living is optional for all students except those participating in the Ok	atior (lahoi			
Education/Training				
Upon graduation from high school, I will				
Employment				
Upon graduation from high school, I will				

- 4. Click 'Add Transition Goals.' The goal process on the Transition page is the same as the Goals page. Enter appropriate transition goals.
- Annual Transition Goals

ADD TRANSITION GOALS



Transition: Employment







OK EDPlan[™] - IEP Guide

- 5. Answer the OK Promise question.
- 6. Select the appropriate curriculum participation.
- 7. Enter Course of Study information.
- 8. 'Transition Services and Coordinated Activities'
 - Enter the services/activities in the text field.
 - Enter Person(s) and Agency(s) responsible for the activities.
 - Enter Anticipated Completion Date.
- 9. List and describe any necessary accommodation(s) in the text field.

Accommodations Necessary for Transition Services and Coordinated Activities

Projected Date of Graduation/Program Completion and Type

List and describe any accommodations necessary for Transition Services and Coordinated Activities:

10. Enter the date of 'Projected Graduation or Completion.' Indicate yes or no on 'Vocational Education/Rehabilitation,' 'Invitation to Meetings,' and 'Transfer of Rights.'

		n ne ne po de se de la contra de la contra de 🗁 de sere por desta de la		
	Date 05/20/2022	Ē		
	Туре			
	Standard Diploma		General Educational Development (GED)	
Vocational E	ducation/Rehabilitation			
if yes, do	ocument date when information was p	provided to young adult and p	arent(s).	
In planning the c based training, v	course of study, has information work study programs, technology	been provided regarding o education, area career te	opportunities for vocational education (e.g. high school vocational education courses, school- chnology center programs?)	
Yes	Vo 🔽			
Person Responsible fi EDPlan Admin T		Date 07/30/2021		
If no, explain why the test	is can bé a future date.			,
By age 16, the ye	oung adult has been referred to t	he vocational rehabilitatio	on counselor with the prior consent of the parent or student (if 18) and the parent(s) and young	
adult were provi	ueu a copy.			

11. Select 'Save and Continue' to check for errors and return to the IEP process page.

No

The 'Consent for Release of Information' and "Student Summary of Performance' are available on the Transition Page.

Student Documents

Yes



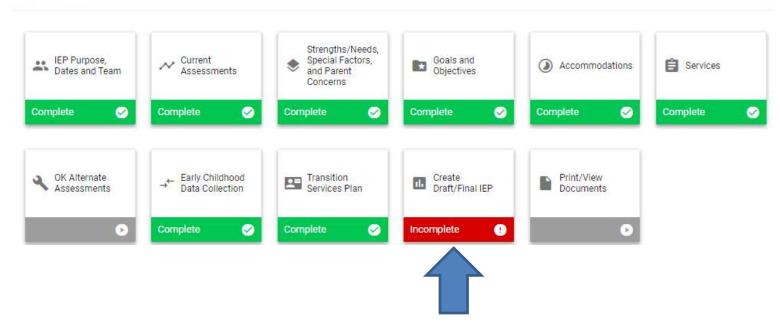


Create Draft

IEP DRAFT DOCUMENT

1. Select the 'Create Draft' link on the IEP Process page.

IEP Process



2. Select the 'Parent/Guardian Responsibility' and the 'Special Education Teacher' using the dropdown list and enter the appropriate names for the 'Regular Education Teacher', 'Interpreter of Evaluation Results,' and





'Administrative Representative.'

✓ Team Members

Select the team member who assumes the role of each required position. The Parent-Guardian Responsibility positions will be selected from a drop down menu of a person or persons that you created in the Parents tab that have parent-guardian responsibility. The special education teacher will also be selected from a drop down menu. The names of the remaining members will be typed into the text fields beside their position.

Parent-Guardian Responsibility	~	Parent-Guardian Responsibility	~
Interpreter of Evaluation Results		Administrative Representative	
Special Education Teacher	~	Agency Representative	
General Education Teacher		Student Ryan K Test	

- 3. Type in the names and positions of any additional team members.
- 4. If parent(s), guardian(s), and/or child as appropriate did not attend the IEP meeting, explain in the text box.
- 5. Check 'Yes' or 'No' if Translation/Interpretation is provided. If 'Yes', specify in the text field.
- 6. Select 'Yes', 'No', or 'N/A' if Parent Consent was received. If 'Yes' is selected enter the date.
- 7. Check 'Yes or 'No' on the Informed Parent Consent.





Position		Tear	n Member	
Position		Tear	n Member	
Position		Tear	n Member	<u>.</u> †
Position		Tear	n Member	
	 Informed Parent 	al Consent		
			itary and may be revoked at any time)	
	Parent Consent for initia Ves Date mm/dd/yyyy	I placement (consent is volur		
	Parent Consent for initia Ves Date mm/dd/yyyy (Required)	il placement (consent is volur		
	Parent Consent for initia Ves Date mm/dd/yyyy (Required)	Il placement (consent is volur		
	Parent Consent for initia Ves Date mm/dd/yyyyy (Required) Parent(s) received Notic	I placement (consent is volur		
	Parent Consent for initia Yes Date mm/dd/yyyy (Required) Parent(s) received <i>Notice</i> Yes	I placement (consent is volur		
	Parent Consent for initia Yes Date mm/dd/yyyy (Required) Parent(s) received Notic Yes Parent(s) received Parent Yes	I placement (consent is volur No ee of Procedural Safeguards No nt Survey brochure No		

- 12. Select the 'Display IEP Errors' buttons to scan the IEP for missing data.
- 13. Review any errors and make necessary corrections on the student's IEP workspace. Draft documents can be created even if errors exist within the workspace, but IEPs cannot be finalized until all errors are corrected.
- 14. Select the 'Create Draft IEP' button to create the IEP draft. Draft documents may be printed for the IEP meeting, and they will include a "Draft" watermark on the document



IEP Addendum





The IEP Addendum follows the IEP created in your district. The IEP Addendum dates must fall within the date range of the IEP created in your district. Do not use the same begin date of the IEP created in the previous district. To create an IEP Addendum, update the dates on the Special Ed Services page and Goals & Objectives page. The start and end dates of services must fall within the date range of the IEP Addendum.

Follow the same process of creating the IEP document.

Written Notice

The Written Notice can be completed within the Create Draft page of the 'IEP Process' or it can be completed in the 'Documents' section.

~ Create	IEP	CREATE WRITTEN NOTICE
	Create Written Notice	
	Creating a final of this document will generate a notification to the parent/guardian through EDPlan Connect, if there is an email addres parent/guardian. If you would like to proceed with creating a final, click 'Create Final'. If you would not like to create a final, click 'Save' 1 page.	ss in EDPlan for the to save the data on this
	The School District	
	Proposed Refused (Required)	
	To Initiate and/or Change the areas checked below (Required)	
	Areas were proposed in the following	
	Identification of your child as having a disability which requires special education services	
	Evaluation/Reevaluation to determine disability and nature, extent of special education and related services needed	
	Educational placement/services	
	Provision of a Free and Appropriate Public Education (FAPE)	
	Parent Revocation of Consent	
	Other	
	(Required)	



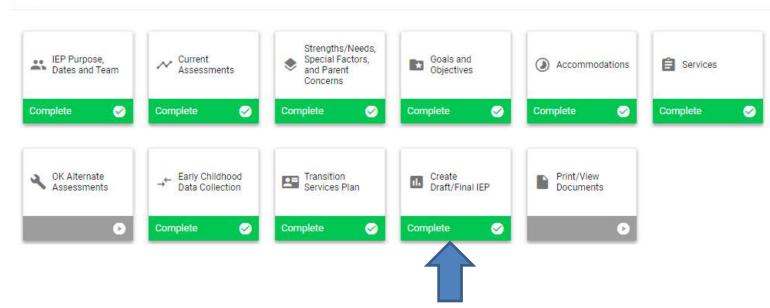


Create Final Page

IEP FINAL DOCUMENTS

From the IEP Process tab, select the 'Create Final' link.

IEP Process







- 1. Review the IEP dates on the IEP Process landing page.
- 2. Scroll to the bottom and click 'Display IEP Errors' to review for any errors.
- 3. If no errors are found, select the 'Create Final IEP' button. Once the IEP or IEP Addendum is created without errors, it is recognized as the currently valid IEP document. **NOTE**: The Create Final IEP button will not appear until after the user clicks to Display IEP Errors.



Electronic Signature

If you are using the electronic signature feature, the signature boxes will display in the Create Final modal popup after 'Display IEP Errors' has been clicked, and all errors have been corrected.

Signature boxes will display for team members entered on the Create Draft/Final page. The date will prepopulate based on the meeting date entered on the IEP Process landing page, but this date field is editable. Team members can also check to indicate agreement/disagreement with the IEP.

ate Final IEP			
Electronic Signatures can be o is being generated.	ollected by expanding the section below. Signature	s should only be collected (and will only pr	rint to the document) when the final docume
 Electronic Signatures 			
Parent-Guardian Responsibility Mom Test	08/04/2021		Agreement with IEP
	CLEAR SIG	GNATURE	
Parent/Guardian Initials Mom Test			
	CLEAR SIG	GNATURE	

The team member can sign using a mouse, stylus, or finger on a touch screen. Finalizing the IEP will capture the signature on the IEP document.

Remember that signatures are only stored on the finalized document, not in EDPlan. If signatures are collected prior to clicking 'Display IEP Errors,' the signatures will not be stored and will have to be collected again.





Print/View Documents Page

Print and View IEP or IEP Addendum documents by selecting the Print/View Documents link on the IEP Process tab.

 IEP Purpose, Dates and Team 	✓ Current Assessments	Strengths/Needs, Special Factors, and Parent Concerns	Goals and Objectives	Accommodations	Services
Complete 🥑	Complete 🥑	Complete 🥑	Complete 🥑	Complete 🥥	Complete 🥑
K Alternate Assessments	← Early Childhood Data Collection	Transition Services Plan	Create Draft/Final IEP	Print/View Documents	
Ð	Complete 🥑	Complete 🥑	Complete 🥑	Ø	

Documents created from the IEP Process tab may also be

viewed on the Documents tab.

cuments:	General	O Special Education Parent Consent	O Progress Report
	Behavior	O Descriptions of Evaluation Procedures	○ ESY-at-a-glance
		O IEP At-a-Glance	O Progress Monitoring Graph Document
	FFS	O Child Outcomes Summary Form	O Progress Track - Blank Grid
		O Student Summary of Performance	O Progress Monitoring Student Summary Document
		O OK - Meeting Invitation	O Student Intervention Plan
		O Written Notice to Parents	O MTSS Download Spreadsheet
		O Comment Form	⊖ Pre Referral
		O ESY Determination	O Screenings
		O Consent for Release of Information	O MTSS Student History
		O Vocational Rehab Referral Letter	O Seclusion Document
		O Contact Log	O Restraint Document
		Letters:	(No Letters Available)
		CREATE DRAFT (V	VILL BE SAVED FOR 45 DAYS)
		CREATE FINAL D	OCUMENT (WILL BE SAVED)
		UPLOAD EX	TERNAL DOCUMENT(S)







Solutions that Matter