

Emetric Accommodation Report

Online Accommodations for Emetric



Step 1

- Login to OK EdPlan



A screenshot of the OK EdPlan login interface. It features a vertical grey bar on the left side. The main content area contains two input fields: 'Name' and 'Password'. The 'Name' field has a vertical cursor. Below the 'Password' field, there is a link for '[Forgot Your Password?](#)' and a green 'Login' button.



eMetric Accommodation Report

- An eMetric Accommodation Report is available in OK EdPlan. The following slides will explain the process to review the report in OK EdPlan and upload the data to eMetric.
- This process is optional, but is a method to review data of online accommodations for IEP and 504.
- **Edits can still be made manually in the OSTP portal.** However, the finalized IEP or 504 in OK EdPlan must match the edits in OSTP portal.



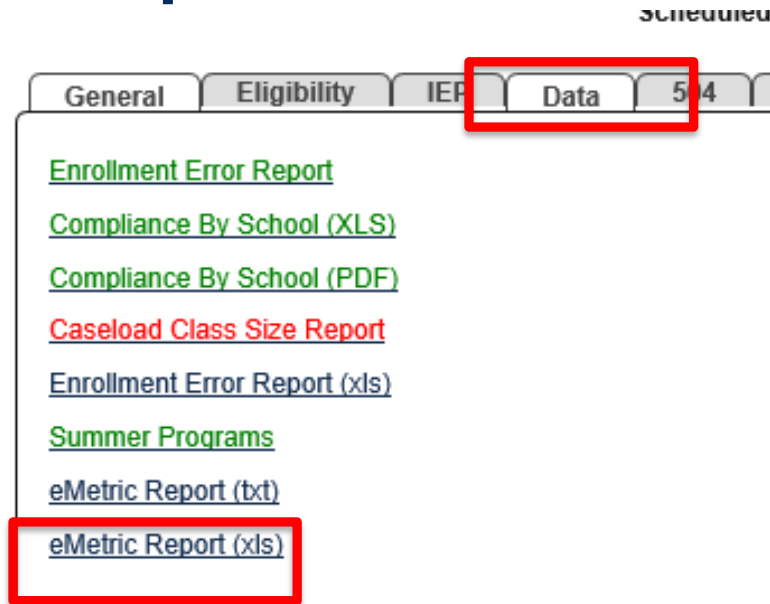
Administrator: School System: Reports

The screenshot shows the EdPlan Administrator interface. The top navigation bar includes 'Main Menu', 'Students', 'My Calendar', 'My Docs', 'My Reports', 'Wizards', 'Administrator', 'My Info', and 'PCG'. The 'Administrator' menu is expanded, showing 'School System', 'Users', 'Schools', and 'District Summary Data'. The 'School System' menu item is highlighted, and its sub-menu is open, showing 'Reports', 'Assign Teachers', 'Inactive Users', and 'User Types'. The 'Reports' sub-menu item is highlighted. Below the navigation, the 'Edit School System Information' form is visible, with fields for 'School System Name' (REFERENCE SYSTEM), 'School Year' (2016-2017), and 'School System Code' (RCAPCG01).

1. Choose Administrator
2. Choose School System
3. Choose Reports



Step 2: Run eMetric Report



*Choose eMetric Report ('xls') to review data, ('txt') will be used later to upload

1. Select file folder "Data"
2. Choose eMetric Report (xls)



Selection Needed

Reports - eMetric Report

| | |
|--|--|
| Date of Accommodations: | 01/25/2017 |
| Determine if student is active or inactive | <input checked="" type="radio"/> Active <input type="radio"/> Inactive |
| IEP or 504 | <input checked="" type="radio"/> IEP <input type="radio"/> 504 |
| Current Event (IEP or 504) or Workspace | <input checked="" type="radio"/> Current <input type="radio"/> Workspace |
| School: | <input type="button" value="Check All"/> <input type="button" value="Check None"/> <input type="checkbox"/> Early Childhood Test Site <input type="checkbox"/> Sample <input type="checkbox"/> Early Childhood Test SiteTwo <input type="checkbox"/> Sample <input type="checkbox"/> Fred Flinstone School of Rock <input type="checkbox"/> Sample (If none are checked, all schools are included) |
| Grade: | <input type="button" value="Check All"/> <input type="button" value="Check None"/> <input type="checkbox"/> Early Intervention <input type="checkbox"/> 3rd Grade <input type="checkbox"/> 8th <input type="checkbox"/> Pre-Kindergarten <input type="checkbox"/> 4th Grade <input type="checkbox"/> Fre <input type="checkbox"/> Kindergarten <input type="checkbox"/> 5th Grade <input type="checkbox"/> Sop <input type="checkbox"/> 1st Grade <input type="checkbox"/> 6th Grade <input type="checkbox"/> Jun <input type="checkbox"/> 2nd Grade <input type="checkbox"/> 7th Grade (If none are checked, all grades are included) |
| <input type="button" value="Generate Report"/> | |

1. Choose “Active”
(student still enrolled)
2. Choose IEP or 504
3. Choose “Current”
(NEVER Workspace)
4. Choose 1 School
5. Choose grades
6. “Generate Report”





Wait 2-3 minutes for report to generate

| | | | | | | |
|---------------|-------------|---------|-------------------|----------------|------------------|--------|
| School System | System Info | Reports | Inactive Students | User Types | External Systems | Import |
| Main Menu | Summary | | Assign Teachers | Inactive Users | User Type Assign | |

Reports

Drill-Down Reports

| Student Reports | User Reports |
|------------------|---------------------|
| (None Available) | (None Available) |
| Service Reports | Service Log Reports |
| (None Available) | (None Available) |

Scheduled Reports

| General | Eligibility | IEP | Data | 504 | End of Year | Child Count | State |
|--|-------------|-----|------|-----|-------------|-------------|-------|
| OK-AccommodationsReport OK_SoonerStart_STNAssignment.txt OK_SoonerStart_STNAssignment.xls Caseload AccommodationsReport | | | | | | | |

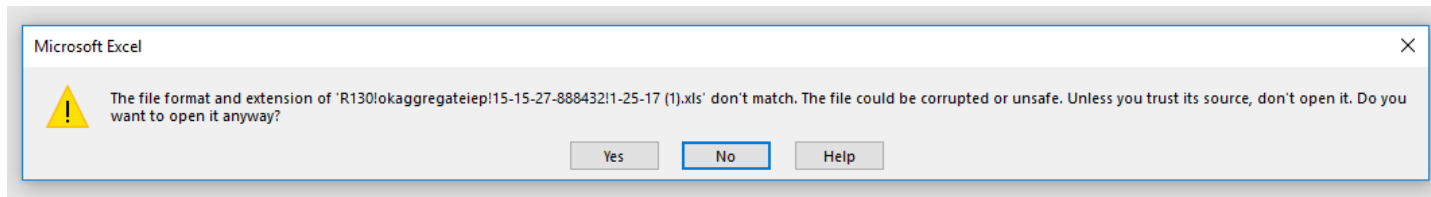
Saved System Reports

| Date Generated | Created By | Report Type | Expiration Date | Custom |
|---------------------|-------------|--------------------------------------|-----------------|--------|
| 01/25/2017 15:16:00 | Angela Kwok | eMetric Report (xls) | 02/24/2017 | |

1. Choose “Reports”
2. Report will generate under “Saved System Reports” when ready
3. Email access to report is not necessary



Open Report



1. Open Report
2. Choose “Yes” to open file
3. Computer must have Excel



Sample report

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R |
|---|-----------|-----------|------------|----------|------------|-----------|------------------|------------|-----------|-----------|-----------|-------------|------------|------------|------------|------------|------------|------------|
| 1 | School Sy | Last Name | First Name | Local ID | State Stud | School | Grade | Case Man | Screen Zo | Color Con | General M | Turn off al | Text-to-Sp | Text-to-Sp | Text-to-Sp | Text-to-Sp | Text-to-Sp | Text-to-Sp |
| 2 | Oklahoma | Burgess | Frankie | 2.04E+08 | 398756 | Sample Sc | 2nd Grade | Sheila But | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 | Oklahoma | Thrones | Berklie | 445566 | 4455665 | Sample Sc | Senior | Samantha | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 | Oklahoma | Crown | Jeni | 112233 | | Sample Sc | 4th Grade | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5 | Oklahoma | Glitters | Angela | 123 | | Sample Sc | 8th Grade | Sheila But | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 | Oklahoma | Test | Avery | 774455 | STN19820 | Sample Sc | 4th Grade | Angela Kw | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | Oklahoma | Hammon | Jeff | 556699 | | Sample Sc | 6th Grade | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | Oklahoma | Hombre | Renee | 996633 | | Sample Sc | Sophomor | Shawna S | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | Oklahoma | Gatorgose | Michael Jc | MJTEST | | Sample Sc | 4th Grade | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | Oklahoma | Kungfoo | Bruce | BLTEST | BLTEST | Sample Sc | Sophomore | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1 | Oklahoma | Craft | Dolly | DPTEST | 33445555 | Sample Sc | Junior | Samantha | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2 | Oklahoma | Test | Ron Howa | 2.34E+10 | 2.34E+10 | Sample Sc | 5th Grade | Bob Test | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 | Oklahoma | Feather | Brad | 1122 | 1122 | Sample Sc | Kindergar | Bob Test | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 | Oklahoma | Brown | Charlie | 123 | STN11123 | Sample Sc | 8th Grade | Shawna S | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5 | Oklahoma | Wicked | Alice | 127 | 000000012 | Sample Sc | 5th Grade | Bob Test | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 | Oklahoma | Presley | Elvis | EPTEST | 9.99E+08 | Sample Sc | Pre-Kindergarten | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | Oklahoma | Johnson | Matthew | 125547 | 1125477 | Sample Sc | 2nd Grade | Shawna S | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | Oklahoma | Wiggly | Piggy | IEP123 | 122 | Sample Sc | 3rd Grade | Shawna S | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | Oklahoma | Endkfv | Sheila | 999999 | 1E+10 | Sample Sc | Junior | Sheila But | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | Oklahoma | Moiusev | Madison | 998877 | 9.99E+11 | Sample Sc | 2nd Grade | Samantha | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

1. Accommodations are specific to online tools
2. 0 = not turned on, 1 = turned on



Why do I see #####?

| A | B | C | D | E | F | |
|------------|-----------|------------|----------|---------------|-----------|----------|
| School Sys | Last Name | First Name | Local ID | State Student | School | Grade |
| Oklahoma | Burgess | Frankie | 2.04E+08 | ##### | Sample Sc | 2nd |
| Oklahoma | Thrones | Berklie | 445566 | ##### | Sample Sc | Senior |
| Oklahoma | Crown | Jeni | 112233 | ##### | Sample Sc | 4th |
| Oklahoma | Glitters | Angela | 123 | ##### | Sample Sc | 8th |
| Oklahoma | Test | Avery | 774455 | ##### | Sample Sc | 4th |
| Oklahoma | Hammon | Jeff | 556699 | ##### | Sample Sc | 6th |
| Oklahoma | Hombre | Renee | 996633 | ##### | Sample Sc | Softball |
| Oklahoma | Gatorgose | Michael Jc | MJTEST | ##### | Sample Sc | 4th |
| Oklahoma | Kungfoo | Bruce | BLTEST | ##### | Sample Sc | Softball |

- Column is too narrow. Expand the column
- Place cursor between two columns E and F
- See plus with arrow icon
- Hold down cursor and move column to the right



Step 3: Review District Data

1. Run one report for each site (do not a report for all sites, all students will be mixed in one report)
2. Other reports per site can be ran for each grade
3. Review with special education personnel for data accuracy



Reviewing data accuracy

- All data comes from finalized IEP meetings
- If data is missing or blank have special education personnel check the document for accuracy in the student history of the student's file in OK EdPlan



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

If data is in question:

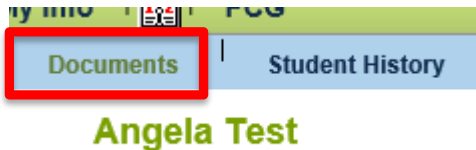
1. Go to student file
2. Select “Student History”
3. Go to dark green row
4. Select “OK IEP”
5. Review information in printed document

| User | Document | Date Created | |
|---------|--|----------------------------|---------|
| Evans | OK Eligibility - Reevaluation (ID# 804) | 08/30/2015 10:15 (16 days) | Details |
| Evans | OK Eligibility - MEEGS (ID# 700) | 08/13/2015 11:42 (33 days) | Details |
| Evans | OK IEP (ID# 701) | 08/13/2015 11:42 (33 days) | Details |
| tha Law | OK IEP (ID# 843) | 09/03/2015 13:45 (12 days) | Details |
| | Service Plan (ISP) | | Details |



“Draft” data does not appear on reports

- IEP was in “Draft” but not finalized
- Team did not make a decision to have the student have the accommodation (no document in “documents”)



| Del | Doc ID | Date Generated | Document | Batch | Received | Del |
|--------------------------|--------|----------------|------------------------|-------|--------------------------|---------|
| <input type="checkbox"/> | 2388 | 01/25/2017 | OK IEP | PDF | <input type="checkbox"/> | (Draft) |



Correcting Errors

- Meet with Special Education staff to have any change made.
- Any changes to the existing IEP for accommodations would require a phone conference with the parent, an IEP addendum finalized in OK EdPlan, and a Written Notice.



Enrolled student is not appearing in OK EdPlan

- Clear check, but no special education data
 - Contact the previous district to make the student inactive in OK Edplan
 - Message the message board to have the student's records transferred into the district. Include student name, DOB, STN and previous district name and exit date.



Enrolled student is not appearing in OK EdPlan

- Student not in OK EdPlan at all
 - Contact the district Student Information System (SIS) representative
 - Make sure there are no WAVE validation errors
 - Contact OMES at 405-521-2444 to create a HELP desk ticket for assistance



How do I delete students in OK EdPlan that have left the district?

- Students that are no longer enrolled and did not transfer into another district will require someone in the district to provide an exit reason and exit date for the student in OK EdPlan.



Making a student inactive: Exited district

Main Menu | Students | My Calendar | My Docs | My Reports | Wizards | Administrator | My Info | Student Profile | **Personal** | Contact Log | Eligibility Process | IEP Process | 504 Process | Discipline Info | Document

Notes:

--- Continuum of Placement ---

| Placement Begin Date | Placement End Date | Percent of Time Within General Education | |
|----------------------|--------------------|--|-------------------------|
| 06/14/2016 | 03/01/2017 | 100% | Details |

--- Medicaid Eligibility Dates ---

Begin Date: End Date:

--- Parental Consent to bill for Medicaid Services ---

Signature Date: Begin Date: End Date:

[Show Section](#)

[Update the Database](#)

[Make this student inactive](#)

- Student file
- Personal
- Make this student inactive



Choose appropriate reason, date

The screenshot shows the EdPlan interface for an 'Exit Questionnaire' for a student named 'Angela Test'. The page has a dark blue header with the EdPlan logo and navigation links. Below the header is a green navigation bar with links like 'Main Menu', 'Students', 'My Calendar', etc. The main content area is light blue and contains the following fields:

- Date Exited:** A text input field with a calendar icon.
- Reason for Exiting:** A dropdown menu with the following options:
 - Transfer to Another School System
 - Graduated with Diploma
 - Exceeded Maximum Age
 - Dropped Out of School
 - Unknown
 - Deceased
 - Exit to Private School
 - Home Schooled
 - Accepted Lindsey Nicole Henry Scholarship
- Anticipated Services Required:** A list of checkboxes for various services:
 - Vocational Training Services
 - Residential Services
 - Transition Employment Services
 - Interpreter Services
 - Vocational Placement
 - Reader Services
 - Post Employment
 - Technological Aid
 - Maintenance
 - Other Services

At the bottom of the form are two buttons: 'Back' and 'Save and Continue'.

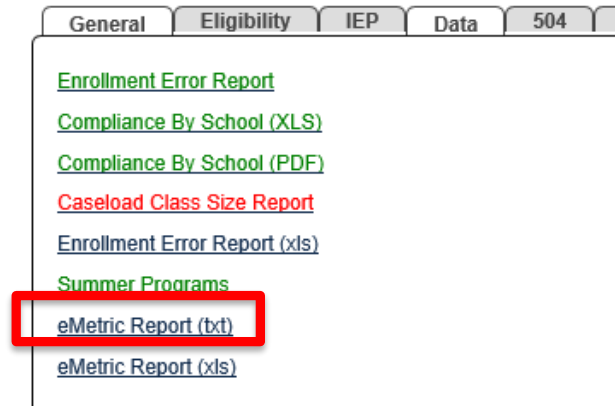
- Save and Continue

We're Ready to Verify our IEPs

3/18/2017 10:00 AM



- Run Emetric report as 'txt'
- Choose 'Active'
- Choose 'IEP'
- Do not choose a site or grade
- Do not open file
- Save as "Emetric IEP *District name* 2017.csv"
- Upload file to Emetric

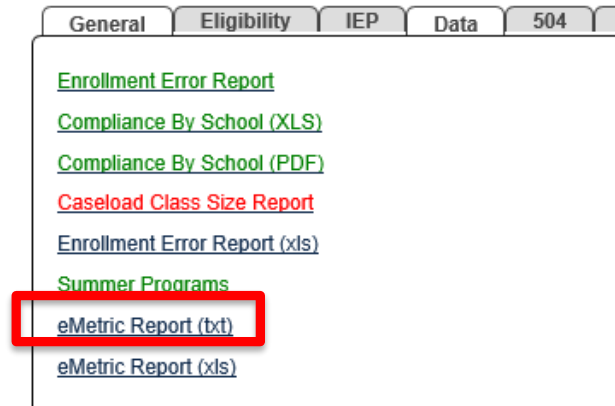


We're Ready to Verify our 504s

504



- Run Emetric report as 'txt'
- Choose 'Active'
- Choose '504'
- Do not choose a site or grade
- Do not open file
- Save as "Emetric 504 District name 2017.csv"
- Upload file to Emetric



Warning

- Files cannot exceed 1 000 entries
- If your district will have more than 1 000 students on the report for the district, separate files will be needed.



OSDE TA for OK EdPlan Reports

- Oklahoma State Department, Special Education Services
 - Shawna Keene 405-522-3255
 - Angela Kwok 405-522-5036
 - Erik Friend 405-521-2198

