

## Notes to Accompany the Web IEP Overview PowerPoint Slides March 2013

Slide 1	No notes
Slide 2	When a teacher or support staff person logins, the system defaults to 'My List' (similar to current Web IEP – view my students). The system will default to show 20 students but there is the option to change to view 10, 25, 50, 100, All. There is also the option to choose to 'next' or 'previous' (this is located at the top and bottom of the screen) if there is a preference to view only a certain number of students on each page.
Slide 3	<p>The student list is similar to the current Web IEP's 'view all students in building'. If a service provider is setup so they can access a student list, they will see the districts/buildings in which they have assignments or access records. They can access different lists by choosing from the pull down menu.</p> <p>On the student list there is also the ability to search by last or first name. Type either in and click on 'filter by name'. When finished, 'clear filter' can be chosen.</p>
Slide 4	On the right side of the 'my list' or 'student list' there is a question mark. If you click on the question mark, you will get the E-Help menu. This will assist with information about the 'my list' or 'student list' as well as explain the status codes etc.
Slide 5	There is an option at the top right of the screen to print the 'My List' or 'Student List'. Also, if staff would like to sort prior to printing they can click on last, first, DOB, annual due, reeval due, last meeting on, etc. and the list will sort accordingly. There are red asterisks that signify a late plan for a student. In this case, a reeval was due on 2/18/13.
Slide 6	To find a student, staff member would need to know correct first/last name and DOB. If they have correct info they will get the following screen after searching. At the bottom of the screen there is an 'archives', by clicking on the meeting date the archive of the IEP can be accessed.
Slide 7	By clicking on the question mark to the right of 'status code', the codes and descriptions for status codes can be displayed.
Slide 8	By choosing 'view all archives' an archive list will display. An IEP can then be chosen to view the archive of the IEP.
Slide 9	Choose the student from the 'my list' or 'student list' to get to the IEP overview. There is a 'pre-plan' button located under the plans. This can be used to create forms for the next plan.
Slide 10	The Family tab has two subtabs (student and adult). The student tab is where the student name, DOB, gender, grade level, district info and race/ethnicity information is entered.

Slide 11	<p>The adult sub tab is where parent information is entered. You may notice the numbers by each tab across the top. This represents the number of items that are required and still missing on each tab (instead of red, yellow, green pages there will be numbers on the tabs indicating something is missing). Copy adult 1 will allow the address from adult 1 to be copied instead of having to re-key the information.</p> <p>Note the floating menu at the bottom of the screen. This will be on each tab and depending on the status of the IEP will depend on the options available.</p>
Slide 12	CF tab shows for every student. Students that have rolled over on an IEP will show that they are eligible on this tab.
Slide 13	Tab A has two subtabs (meeting & attendees). The meeting tab is where meeting date, duration, reevaluation is due date are entered. This tab is also where Amending an IEP would occur.
Slide 14	Attendees subtab is where attendee info is entered.
Slide 15	Tab B has two subtabs (consider & assess).
Slide 16	Assessment subtab. This will be the longer version of page B (transition) if the student will be age 14 by the duration to date on tab A.
Slide 17	Goals tab will have a goal area and domain. Based on what is chosen for the goal area and the grade level on tab A will determine what standards are available. There is the option to change the grade level once the user clicks on the 'B' to choose from the bank. User can then choose which standard and benchmark they would like to auto fill on the Goal tab by choosing the magnifying lens to the right of the standard, then put a check mark in the benchmark and click 'put on page'.
Slide 18	Tab F (old page F) has changed considerably. Tab F has three subtab's (services, activities, and future). VLPS represents a service that has already been validated (rolled over from the current IMS system). PPSP represents a proposed service. This service is not a countable service until the plan is validated.
Slide 19	There is now the ability to create multiple graphs per goal.
Slide 20	Activities tab is for 'activities', not services. There is no LRE calculation on this tab.
Slide 21	Future tab is a placeholder for services discussed at a meeting. This information does not become a service automatically. There is no LRE calculate on this tab.
Slide 22	Tab G has not had any changes to it. Same as current page G.
Slide 23	Tab H (page H) is still available to be used for report card information. Tab I (page I) is still available for additional information. Neither of these tabs has changed from the current system.
Slide 24	Tab R is available if the meeting type is a Reevaluation. There have been no changes to Tab R (page R).
Slide 25	Forms tab has two subtabs: Forms & Signatures. Forms subtab is where forms can be created by choosing from the list and selecting 'add form'. Signatures subtab includes the Consent for Services, Medicaid Parent Authorization, and Agreement to Excuse information.

Slide 26	RSD tab includes the required system data information.
Slide 27	<p>Print button can be located on the IEP overview screen as well as at the bottom of most tabs as you work through an IEP. There is now the ability to print 'blank' IEP main and additional forms. Available means there has been data entered on those tabs. By choosing the 'show queue' there is the opportunity to see a preview and choose to delete pages that are not needed to print (there will be a red x in the top right corner of each page in the queue...to delete from print queue click on red x).</p> <p>Incomplete date report shows the data that are not complete on each tab. IMS summary continues to be available from the print menu.</p> <p>The question mark in top right corner represents E-Help. This includes explanation of the print menu and how to utilize, general browser settings for printing for Macintosh, Windows Firefox, and Windows Internet Explorer.</p>
Slide 28	Exiting is now a process. A new IEP does not have to be created to exit. If the last plan is validated, there will be a final exit button on the IEP overview screen. Final exit button takes user to this screen. Depending on the exit code chosen will depend on what forms are required.
Slide 29	There is the ability in 'my preferences' to have choose multiple offices and set up your own. This could be used for staff that might have multiple offices and want to list different information contact information.
Slide 30	The bug report is located at the top right of each screen as users work through the applications. Bug report now has a 'queue' to look at bugs that have been reported in your AEA. This could be used to prevent the same bug being submitted by multiple people. Also, Web admins can now 'approve' bugs from the queue instead of forwarding e-mails to Lisa Lohman.