

3/24/06

IEPplus Version 3

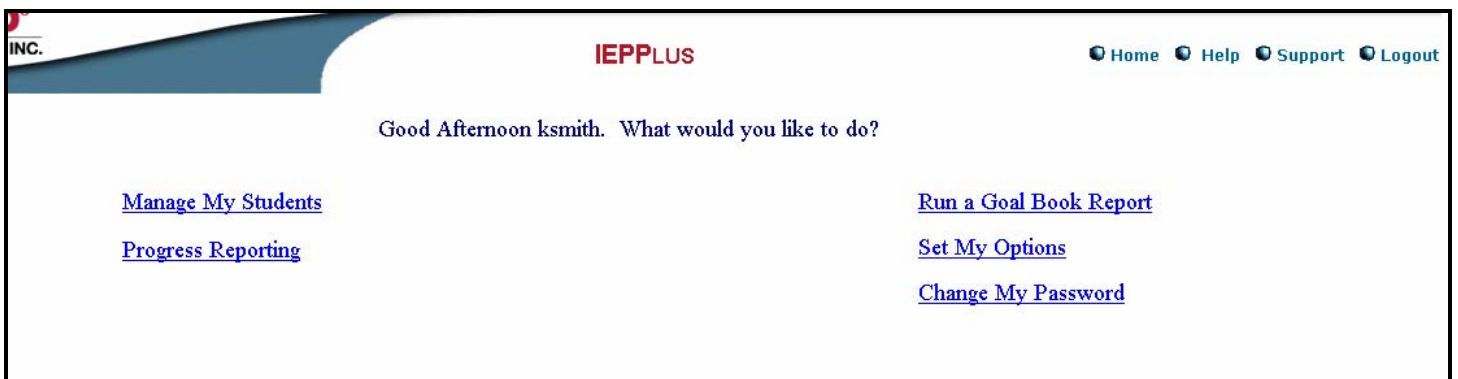
IEP user manual for the state of Connecticut

IEPplus is a historical database which enables the ability to track IEP/PCI data for a student throughout their enrollment in a district. These instructions are intended to guide teachers in preparation and execution of IEP meeting letters and the creation of the IEP.

This manual is divided into 5 sections:

1. Basic Navigation from the Home page
2. Student lookup
3. Student Summary
4. Create IEP (Wizard)
5. Connecticut IEP

Section 1.



The **Home** page offers the following menu options:

Top Right menu (**click on words Home, Help, support or Logout)

1. **Home** will always return user to the Home page displayed above
2. **Help** opens an online library covering all aspects of IEPplus functionality and student navigation.
3. **Support** links the user to the online support website for technical support (administrators only have access to login to support website)
4. Clicking **Logout** correctly disconnects users from IEPplus

Teacher Access menu

1. **Manage My Students** opens up the student search grid for users to access student information in their caseload.
2. **Progress Reporting** is a utility that enables timely progress reporting on annual goals and objectives created during IEPs.
3. **Manage My Meetings** (not displayed) enables users to see upcoming meetings for students in their specific caseload.
4. **Run a Goal Book Report** allows users to generate report of selected goal book or goal book sections.
5. **Set My Options** are user default options
6. **Change My password** gives users the ability to change password by entering in current password and typing in new one

Section 2.

1. Click **Manage My Students** on the Teacher access menu
2. Use the Search window to find the student based on either **Last Name, First Name, or Student ID.**
3. Click **Search**

Select a Student to Manage

Search on Last Name for [Search](#) filter by Type:

[Show Inactive Students](#)

Name	Sex	Date of Birth	Student ID
A Test, Holly	Female	12/25/1995	17

**** You can also filter students based on Type. By default IEPplus will display Active students with an enrollment type = Special Education.**

Section 3.

[← Select another student](#)

A Test, Holly
ID : 17
Birthdate : 12/25/1995
Age : 8 Yrs. 9 Mos.

[Summary](#)

[Forms](#)

- [• Invitation Letter](#)
- [• IEP](#)

[← Select another student](#)

Summary

A Test, Holly ID's:
Gender: Female
Dominant Language: Russian
Special Education Enrollment: 9/1/2002
Communication: Home Phone: 123-123-1111
Home Address: 3555 Veterans Memorial Highway
 ROCKVILLE, CT 06066

Contacts

A Test, Dad		
Home/Mail Address: 123 Anywhere Street MANCHESTER, CT 06040	Home Phone: 555-123-1234	Work Phone: 555-321-3214
Relationship: Father	Type: Guardian	
A Test, Mom		
Relationship: Mother	Type: Guardian	

Referrals

Meetings

4/15/2004 at 10:45 AM	IEP Team Meeting	BUCKLEY ELEMENTARY SCHOOL
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Important Dates

2/1/2004 Initial Evaluation

Special Needs

Speech and Language Impairment: 4/1/2004 - Date Unavailable

Placements

4/16/2004 - Date Unavailable	Regular Classroom	, 30 hours per Week	at BUCKLEY ELEMENTARY SCHOOL
Special Education Hours: 3 hours per week		Time with Non-disabled Peers: 27 hours per week	Placement/Education Location: In District
Instructional Site:		Placement Ed location (3-5 year olds only):	
Staff: ANTANAITIS, TIMOTHY Special Education Teacher			

Services

4/15/2004 - Date Unavailable	Speech	Related Service	at BUCKLEY ELEMENTARY SCHOOL
Special Education Time: 4 day per week , 45 minutes per session			
Class Size Ratio: 1:1			
Staff: BAILLARGEON, PAUL Speech Teacher			

The student **Summary** page is divided into a navigational bar on the left and a preview of the student's most current information on the right including demographic, contact and **IEP** information.

Section 4.

Create an Individualized Education Program (IEP) - Wizard

An Individualized Education Plan (IEP) is created as a result of a special education meeting. It will contain a summary of the services, placements, goals and objectives and other special education considerations for a student.

The Wizard is made up of 5 steps:

- Step 1: Select a Student
- Step 2: Select a Meeting
- Step 3: Select Services for the IEP
- Step 4: Select Goals for the IEP
- Step 5: Select Additional Information for this IEP

There are 2 types of IEP's which can be created for a student:

1. Initial Referrals, Annual Reviews or Reevaluations.
2. Revision of a current IEP, i.e. change in services only.

STEP 2: Select a Meeting

Create a New IEP for Smith, Jane Marie

This process will collect the information required to Create a new IEP.
(Please complete each step, then click "Create IEP" when you are finished.)

Step 2) Select one of the Student's Meetings for this IEP.

[Previous Step](#) [Next Step](#) [Cancel](#)

1. If a meeting has been scheduled and entered into IEPPLUS, select that meeting date from the drop down list. If no meeting has been scheduled, skip this step. Meeting information can be added after the IEP is created.
2. Click **Next Step**.

STEP 3: Select Services for the IEP

Use Option 1 for Initial Referrals, Annual Reviews or Reevaluations

Step 3) Select the Services for this IEP.

Enter a date to select Current records.

Add Recommended Records to the IEP according to one of the following Options :

Option 1 CREATE new records from the selected Current records. (i.e. Initial Referrals, Annual Review, Re-Evaluation)

OR

Option 2 Select existing student records. (i.e. evaluation meetings, review placements, etc.)

Create new placements/services/courses for the following date ranges.

Enter a date range (start and end) to create new placements/services/courses in the **Recommended section** of the IEP.

to Check to Increase Grade

Enter a date range (start and end) to create new placements/services/courses in the **Summer section** of the IEP.

to Check to Increase Grade

Enter a date range (start and end) to create new placements/services/courses in the **Next Recommended section** of the IEP.

to Check to Increase Grade

[Previous Step](#) [Next Step](#) [Cancel](#)

If a meeting had been selected in the previous step, the meeting date will default as the **Date to Select Current Records**.

1. If no date is defaulted, enter a date within the term of the current IEP. This date is used to select a student's current placements, services and courses to be rolled into the new IEP. This is a required field.
2. Enter date ranges to identify the different sections of a student's IEP.
 - **Recommended** i.e. 3/18/2004 – 6/11/3004
Enter the date range of the new IEP. **If the IEP continues into the next school year, the summer and Next Recommended sections will need to be completed.**
 - **Summer** i.e. 7/5/2004 – 8/15/2004
Enter the summer program dates. If the student does not receive summer services, the dates should be left blank.
 - **Next Recommended** i.e. 9/7/2004 – 3/17/2005
Enter the date range that will complete the IEP term.
3. Check the **Check to Increase Grade** box on the appropriate section to update the student's Grade in the Placement record. The Location field in the Placement record will be updated if the **Organization** has the **Start Grade, End Grade** and **Next Organization** defined. When selecting to increase the grade, if the student's Grade is the End Grade for the Organization, the Placement record will be created with Next Grade and the Next Organization.

Example

The **Check Increase Grade** has been checked in the Next Recommended section for a current grade **8** student at the **Middle School**. The Placement record for the Next Recommended section will be created with the student Grade set to **9** and the Location set to **High School**.

TIP

When creating an Annual IEP where the start and end dates coincide with the school calendar, i.e. 9/4/2004 – 6/24/3005, only the **Recommended** section would be completed. In the above example, the term of the IEP covers two school years and the appropriate date ranges are defined in the **Recommended** and **Next Recommended** sections. The student is not attending a summer program.

Use Option 2 to Review Existing IEP Data

The wizard will create a new IEP that is a copy of current IEP information. Services can end or be added using this option. *Changes in placement information should be made using **Option 1**.*

If a meeting had been selected in the previous step, the meeting date will default in as the **Date to Select Current Records**.

1. If no date is defaulted, enter a date within the term of the current IEP. This date is used to select a student's current placements, services and courses to be copied into the Revised IEP. This is a required field.
2. The dates that are entered into the following sections **must** be the same as the date ranges in the current IEP.

TIP

To determine the dates of the current IEP, click on the link to view the student's current IEP. Click the **IEP Information** link under the **Maintenance** section. All of the information used to create the IEP will display.

3. Click **Next Step**.

STEP 4: Select Goals for the IEP

Use **Option 1 for Initial Referrals** to create the **Date Range for new Goals and Statements** **OR** to pull in prior goal records from existing IEP.

The Goals, Objectives and Statements from the current IEP will be copied into the Recommended section of the new IEP.

The **Current Goals** date range will be used to select goals and statements from the current IEP to roll over into the **Recommended** section of the new IEP. If a meeting had been selected in the previous step, the meeting date would default as the Start and End date to select Current Goals.

1. If no meeting had been selected, enter dates within the term of the current IEP.
2. Enter the **Recommended Date Range** from the previous step to copy the goals and statements into the new IEP.
 - If goals and statements are entered for the entire IEP term, enter the dates for the full term i.e, 3/18/2004 to 3/17/2005.
 - If goals should be separated by section, Recommended, Summer and Next Recommended, enter the date range for the Recommended session.

Note

Goals and Statements can only rollover to the Recommended section of the new IEP, they cannot roll into the Summer or Next Recommended sections. Once the IEP is created, goals, objectives and statements can be added or copied into these sections and modified if necessary.

Step 4) Select the Goals for this IEP.

Add Recommended Goals to the IEP according to one of the following Options :

Option 1 CREATE new Recommended Goals from a selection of Current records.

OR

Option 2 Select existing Goals.

OR

Option 3 Do not select any Goals.

Select Goals that already exist in the student's records.

Enter a date range for the Goals you want to appear in the **Recommended section** of the IEP.

to

Enter a date range for the Goals you want to appear in the **Summer section** of the IEP.

to

Enter a date range for the Goals you want to appear in the **Next Recommended section** of the IEP.

to

[Previous Step](#) [Next Step](#) [Cancel](#)

Use Option 3 for Annual Reviews, Reevaluations OR Revised IEP's to create the Date Range for new goals added to the IEP.

Annual Review and Reevaluation

This option will not copy existing goals into the new IEP. The default date ranges entered here will display when adding Goals and Statements after the IEP has been created.

Revised IEP's

Use this option **EVERY** time a current IEP is being revised. The date ranges should be the dates for Goals and Statements from the current IEP. This step will copy all Goals and Statements from the current IEP into the Revised IEP with the same date ranges. Goals and Statements can be added and modified once the IEP has been created.

Existing Goals, Objectives and Statements will be copied into the IEP.

The date ranges will default from the ranges entered in the Previous Step

TIP

*If the date range for Goals and Statements should cover the entire IEP term, update the **Recommended** date range to cover the full term. Delete the dates in the **Next Recommended** section.*

Use Option 3 for, Annual Reviews, so that no prior goals are rolled into IEP

No Goals or Statements will be copied into the new IEP.

This option should be used with care. When adding Goals or Statement after the IEP is created, date ranges will not default. Start and End dates would need to be added for each Goal. **Use Option 2 if no Goals should be copied to the IEP but appropriate date ranges should display when adding new Goals and Statements.**

Click **Next Step** after selecting one of the three **Options**.

STEP 5: Additional Information

Step 5) Select Additional Information for this IEP.

Evaluations :

- Place ALL of the student's Evaluations on the IEP
- Place only the LATEST of each type of the student's Evaluations on the IEP
- for the date range between and

Enter a Name for the IEP :

Select a Type for the IEP :

Select the Letterhead for this IEP :

[Previous Step](#) [Create IEPs](#) [Cancel](#)

Name the IEP.

If a Meeting was selected in Step 2 of the Wizard, the **Meeting Date** will display as the **End Date**. If no Meeting was selected, the **Meeting Date** should be entered as the **End Date**. The date range can be used to only include evaluations that were given during a specified time frame. If you leave the **Start Date** blank, the most recent of **ALL** evaluations given to a student will be included. By entering the **Meeting Date** as the **End Date**, only Evaluations prior to the Meeting will be included in the IEP.

TIP

To only include evaluations from the last three years, enter a Start Date three years prior to the meeting. Use the Meeting Date as the End Date.

1. Enter a **Name** for this IEP. The name will be used to identify the IEP on the IEP Summary page that lists all IEP's for the student, i.e., Annual Review 04/05 – Gr 09. If a Meeting has been selected in Step 2, the Meeting Date would default into the Name field.
2. Select a **Type** for this IEP. The type will display on the IEP Summary page that lists all IEP's for the student.
3. Select a **Letterhead** to print on the IEP form. This will default based on System/User options as defined by the district. The letterhead determines the name and address information on the first page of the IEP. The letterhead can be changed.
4. Click **Create IEP**. This will complete the wizard and the IEP will display to the screen.

If an IEP needs to be deleted and re-created, use Option 2: Revised IEP. When an IEP is deleted, the form is deleted, not the Services, Goals and Statements that had been added. By using Option 2 to revise an existing IEP, the Services, Goals and Statements that are still active will be pulled into the IEP for the student and can be changed or modified as needed. If a new Annual Review were created, the existing Services, Goals and Statements would be duplicated.

CREATING A REVISED IEP

In addition to using the wizard to create a Revised IEP, you can click **Revise** next to the appropriate IEP Form on a student's IEP Summary page.

<u>Form</u>	<u>Type</u>	<u>Start Date</u>	<u>End Date</u>	
Annual Review 04/05 (Revised)	Annual Review	3/18/2004	3/17/2005	Revise
Annual Review 04/05	Annual Review	3/18/2004	3/17/2005	Revise
Annual Review 03/04	Annual Review	3/18/2003	3/17/2004	Revise
Annual Review - 02/03	Initial Placement	3/18/2002	3/17/2003	Revise

Revise an IEP

Revise the selected IEP to create a New IEP with the following information.
(Please provide the following information, then click "Revise IEP" when you are finished.)

Select a new Meeting for this IEP.

Enter a new date to select Current records for this IEP.

[Revise IEP](#) [Cancel](#)

1. If a meeting has been scheduled, select it from the drop down list. If no meeting has been scheduled, leave the field blank. You will be able to add meeting information after the Revised IEP is created.
2. Enter a **new date to select Current records** .
Enter a date within the range of the current IEP.
3. Click **Revise IEP**.
A copy of the current IEP will be created and displayed to the screen. The Revised IEP will have the same name as the current IEP with '(Revised)' added to the end, i.e., Annual Review 04/05 - Gr 09 (Revised).

IEP Navigation Bar

After the IEP has been created it will display to the screen. The **IEP Navigation Bar** will display on the left of the screen.

Student Name, IEP Name and IEP Dates will display.

The **IEP Navigation Bar** is divided into three areas:

1. Sections

There is a separate link for each section of the IEP. There is **View All** link which will display the entire IEP. This area will differ by state.

2. Maintenance

These options will allow the user to maintain various sections of the IEP.

- **IEP Information**

This option will display the dates entered into the different sections of the Wizard process. Most importantly these dates may be changed to determine which records should be displayed or removed from the IEP.

Additionally, the user will be able to reset any dates if necessary i.e, the meeting was rescheduled and all dates must be changed to begin 3/25/2004 rather than 3/18/2004. After all dates have been changed, click **Reset Service Dates**.

IEP Information	
Name	Annual Review 04/05 Gr 09
Type	Annual Review
Date Range	3/18/2004 to 3/17/2005
Meeting	3/17/2004 12:00:00 AM : Committee on Special Education
Select the Services for this IEP.	
(Option 1 - This IEP was created by creating new recommended records from a selection of existing current records.)	
Enter a date to select Current records.	
3/17/2004	
Enter a date range for the placements/services/courses that you want to appear in the Recommended section (these records must be in the student's records).	
3/18/2004 to 5/11/2004	
Enter a date range for the placements/services/courses that you want to appear in the Summer section (these records must be in the student's records).	
[] to []	
Enter a date range for the placements/services/courses that you want to appear in the Next Recommended section (these records must be in the student's records).	
9/7/2004 to 3/17/2005	
Reset Service Dates	

Select the Goals for this IEP.

(Option 1 - This IEP was created by creating new recommended records from a selection of existing current records, using the date range 3/17/2004 - 3/17/2004.)

Enter a date range for the Goals you want to appear in the **Recommended section** of the IEP.

to

Enter a date range for the Goals you want to appear in the **Summer section** of the IEP.

to

Enter a date range for the Goals you want to appear in the **Next Recommended section** of the IEP.

to

[Reset Goal Dates](#)

(Save all changes, then set the Start and End dates of ALL Statement records in each section according to the dates set above.)

Select Additional Information for this IEP.

Place only the LATEST of each type of the student's Evaluations on the IEP

for the date range between and

Select the Letterhead for this IEP :

▼

Dates for Goals, Objectives and Statements can also be reset.

Refresh

Used to pull additional information from the Student Summary into the IEP i.e, a new Speech Service was added to the Student Summary. Refresh will display that service on the IEP based on the dates entered in the IEP Information screen.

- **Rapid Entry**

Used to quickly enter Statements using the Code Number.

- **Validate** - Under Development

- **Ready for Review**

Mark the IEP as Ready for Review. Reports can be run to see which IEP's are completed.

- **Lock**

Locking an IEP creates a PDF file that will be available for view only. Changes cannot be made to a locked form.

- **Finalize**

Used once the IEP has been completed and a copy sent home to the parents/guardians. Once an IEP is Finalized, a permanent copy is saved and displayed in the Archives section of the IEP Navigation Bar.

Note

Any Form mailed to the Parents/Guardians must be Finalized.