

Tacoma Public Schools Special Education Advanced Module Documentation

SPED Advanced Application Support:

SPED Business Rules and Practices – 571.1090

eSIS Security and General Application questions – 571.3747

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eSIS Start Screen

To access the Special Education module, click on the ABC icon from the eSIS Start Screen. You can either query your student from the eSIS Start Screen or wait until you enter the Special Education module.

The screenshot shows the 'TACOMA SCHOOL DISTRICT NO. 10 Student Information System' interface. The title bar includes 'Main Menu', 'Common View', 'School Administration', 'Lock', 'Mail', 'Query', 'Help', and 'Window'. The main window title is 'Start Screen Instance: tacoma Rel. 11.1'. A toolbar contains icons for 'SELECT STUDENT', 'SELECT SCHOOL', 'RD/HIT', 'LDR', 'CALL TO OFFICE', 'odds: 2+3=5', 'REPORTS', 'SYSTEM CODES', and 'ABC'. Below the toolbar, there are fields for 'Current School Selected' (202 Baker Middle School), 'Semester' (2), and 'User' (ADM ASSIST). The 'Current Student Selected' section includes fields for Pupil No. (2008456), Usual Last Name (Demo), Preferred First Name (Mary), Sex (F), Grd (7), Phone No. ((253)111-2222), Birthdate (06/09/1996), Home Room (23 CARLSEN), and Withdraw Date. A sidebar on the right contains buttons for 'Basic', 'Parents', 'Medical', 'Alt Address', 'Contacts', 'Courses', 'Hrm Staff', 'Diploma', 'Transcript', 'Notes', 'Incidents', 'Timetable', 'Note/Incident', and 'Print'. A callout box points to the 'ABC' icon in the toolbar.

From the eSIS Start Screen, click on the ABC button to access the Special Education Advanced Module

Special Education Start Screen

The screenshot shows the 'TACOMA SCHOOL DISTRICT NO. 10 Student Information System' interface for the 'Special Education Start Screen'. The title bar includes 'Main', 'Student Queries', 'Administration', 'School Report', 'Navigate', 'Common View', 'Lock', 'Help', and 'Window'. The main window title is 'Special Education Start Screen Instance: tacoma Rel. 11.1'. The header is 'Special Education'. Below the header, there are fields for 'Current School Selected' (202 Baker Middle School), 'Semester' (2), and 'User' (ADM ASSIST). The 'Current Student Selected' section includes fields for Pupil No. (2008456), Usual Last Name (Demo), Preferred First Name (Mary), Sex (F), Grd (7), Phone No. ((253)111-2222), Birthdate (06/09/1996), Home Room (23 CARLSEN), and Withdraw Date. A sidebar on the right contains buttons for 'Basic', 'Parents', 'Medical', 'Alt Address', 'Contacts', 'Courses', 'Hrm Staff', 'Diploma', 'Transcript', 'Notes', 'Incidents', 'Timetable', 'Note/Incident', and 'Print'. A callout box points to the 'Main' menu option in the title bar.

Click on the Main menu option to see your list of options.

Special Education Main Menu

Menu Path- eSIS > ABC Icon > 'Main' drop down Menu

The Special Education Main Menu options are shown below. The circled menu options are the ones that you will use the most.

In addition, the block of options below which begins with Student Attendance and ends with Program Assignments will be useful when looking up general information on your students.

These 7 menu options will allow you to look at the student's general eSIS information.

The circled Special Education Advanced 'menu' options are the ones you will use the most.

The next few pages of this document will focus on the major areas that you will use during the roll-out phase of the Special Education Advanced Module. In the 2009-2010 School Year we will implement the IEP Writer and additional parts of this module. At that point we will provide additional training sessions on how to use the entire Special Education module.

Special Education Advanced Processes Defined

There are six distinct processes that will be tracked in the Special Education Advanced module. The processes and the information are briefly described below.

Referral includes all relevant information in regards to a student being referred for possible Special Education services.

Student Review includes all the processes that occur in between the referral and the evaluation phases. The decision date and the team decision on whether or not the student should be evaluated will be tracked in the Student Review screens. This is also where the information will be tracked if the student is not evaluated due to not receiving consent from their Parent/Guardian.

Notifications/Consents and other student forms will be entered in the Notification and Forms screen.

Student Eligibility Determination tracking includes the information in regards to a student's initial evaluation and re-evaluations. A new record will be generated every time a student's eligibility changes.

Student IEP includes tracking all the IEP dates, services, and other miscellaneous IEP information. When a student's IEP is revised, an IEP amendment is created. A new IEP will be created when the student receives their annual review.

Discontinued Eligibilities/Withdrawn Student will track the withdrawal date and reason information when a student discontinues their eligibility due to various reasons including a handicapping code change, when the student meets their goals, or when their parents request the student no longer receive IEP services.

This training manual will assist you in how to access these screens and find the information for each process.

Important Note: There are two ways to access Special Education student information. One way is to access the menu options from the Main Menu which is shown on page 4 of this document. The other way is to click on the Historical Info Main Menu option which will display the screen as shown on page 6. Highlight the particular process you would like to view and click the 'view' button. The system will take you to the form you requested. Through trial and error, you will decide whether accessing the student's information via the Main Menu options or Historical Information works best for you. Alternatively, you may find that you like using both ways depending on your tasks at the time.

Historical Student Information

Menu Path- Special Education 'Main' menu > Historical Information

The Historical screen lists both past and current information about Special Education processes and any notifications/documents which have occurred for each student. It also lists the 'Status' for each process. Most processes and notifications/documents will show a status of 'open' during this roll-out phase of the project. However, for processes such as Eligibility Determination and IEP, when the status is 'open' then that process has not been completed or 'Finalized.' In order for a student to count on the P223H Monthly Enrollment count, both the Eligibility Determination and IEP processes need to be finalized.

TACOMA SCHOOL DISTRICT NO. 10 Student Information System

SEW - Historical information

228 Mt Tahoma High School RG 27-OCT-2008 Compliance Alert

Pupil Number Usual Last Name Preferred First Name Age Birth Date Gender Grade Ethnicity

1094204 Demo Billy 15-02 02/24/1994 M 8 CAUCASIAN

Eligibility Category Case Manager Homeroom

SPECIFIC LEARNING DISABILITY No Homeroom

Date Created	Special Education Document Type	Status	
02/12/2008	IEP	FINALIZED	View
05/08/2006	Eligibility Determination	FINALIZED	View
03/08/2006	Amendment Date	OPEN	View
03/08/2006	ESY Eligible	OPEN	View
06/17/2003	Received Referral/SE-53 Documentation	OPEN	View
06/17/2003	SE-53 Signature	OPEN	View
05/08/2003	Other District IEP Date	OPEN	View
05/08/2003	Other District Eval Date	OPEN	View
			View
			View

The 'Date Created' is the date the data was entered into eSIS, not the date the process was completed.

Current and historical processes and notifications/consents display here.

To view a process, highlight the record and click the 'view' button.

To return to the main menu, click on the exit door icon.

Click the 'View' button to see processes such as Eligibility Determination or IEP in detail. However, in order to see a notification/document such as the Received Referral/SE-53 Documentation date, you will need to use the door at the bottom right hand corner of the screen to go back to the Main Menu and click on the Notifications and Forms menu option. Note that the 'Date Created' which displays in the first column of the Historical Information screen is the date that the data was entered, not the actual date of the notification or process.

Notifications/Consents Process

Menu Path- Special Education 'Main' menu > Notifications and Forms

The Notifications and Forms screen tracks Parent Invitations, requests for Assessments and various other types of documents that may be used in Special Education to receive information or permissions.

TACOMA SCHOOL DISTRICT NO. 10 Student Information System

SEW - Notifications and Forms

202 Baker Middle School Compliance **Alert**

Pupil Number Usual Last Name Preferred First Name Age Birth Date Gender Grade Ethnicity
2008455 Demo Mary 12-09 06/09/1996 F 7 CAUCASIAN

Eligibility Category Case Manager Homeroom
DEAFNESS MATHIS 23-CARLSEN

Notifications/Verifications:

Document Type	Number	Date Sent	Status	Date Accepted	Date Refused
ESY Eligible	1	03/09/2006	OPEN		
Amendment Date	1	03/08/2006	OPEN		
SE-53 Signature	1	06/17/2003	OPEN		
Received Referral/SE-53 Documentation	1	06/17/2003	OPEN		
Other District IEP Date	1	05/08/2003	OPEN		
Other District Eval Date	1	05/08/2003	OPEN		

Add Delete View Details

This screen tracks the type of document which was sent. On particular 'consent' documents, it also tracks whether or not the Parent/Guardian gave their consent or not (either Date Accepted or Date Refused.)

Student Review Process

Menu Path- Special Education 'Main' menu > Student Reviews

The Student Review screen includes all the processes that occur in between the referral and the evaluation phase. The decision date and the team's decision on whether the student should be evaluated will be tracked in the Outcome tab (see page 9.) This is also where the information will be tracked if the student is not evaluated due to not receiving consent from their Parent/Guardian.

To access a student's 'Review' information, highlight the record and click the 'View Modify' icon.

Review No.	Review Date	Review Team	Referral Reason	Review Status
1	11/05/2008	Baker MS Team	Convert	OPEN

Buttons: Add, View/Modify

Menu Path- Special Education 'Main' menu > Student Reviews > Basic Info tab

Review Number: 1

Review Date: 11/05/2008

Student's Grade: 8

Review Team: Baker MS Team

Buttons: Finalize By, Finalize Date, Eligibilities, Finalize, Spell, Print, Mouse, Keyboard

The Review Date reflects the date that the Team Decision was made on whether the student or not to evaluate the student.

Menu Path- Special Education 'Main' menu > Student Reviews > Participant tab

This field displays the student's Evaluation Case Manager.

Menu Path- Special Education 'Main' menu > Student Reviews > Outcome tab

The 'Outcome' field tracks the Team's decision on whether to evaluate.

If the team decided not to evaluate, or the Parent did not give consent, then an appropriate discontinuation code would be chosen for the 'Outcome' field and the discontinuation date would be entered in the 'Next Follow Up Date' field.

Student Eligibility Determination Process

Menu Path- Special Education 'Main' menu > Eligibility Determination

The Eligibility Determination screens displays a student's initial evaluation and any subsequent re-evaluation information.

Highlight a 'Disability Category' and click the 'View Details' icon to view a student's eligibility.

#	Date	Disability Category
1	05/08/2006	DEAFNESS

Menu Path- Special Education 'Main' menu > Eligibility Determination > Basic Info Tab

Click the 'View Details' icon to view a screen with eight tabs. The tabs you will access the most are Basic Info, Decisions, and Needs.

The Eligibility Report Start Date is the student's Evaluation Date.

Menu Path- Special Education 'Main' menu > Eligibility Determination > Decisions Tab

The Decisions Tab displays the student's Evaluation Date (Determination Date), Re-evaluation Date and the student's Eligibility code(s). Other fields on this screen will not be used during this phase of the project.

Menu Path- Special Education 'Main' menu > Eligibility Determination > Needs Tab

Student IEP Process

Menu Path- Special Education 'Main' menu > IEP/Services Plans

Click the IEP/Service Plan Summary option from the main menu to view current and historical information pertaining to a student's IEP. Highlight an IEP/Service Plan Summary record and click the 'View Details' icon to view more information about the selected IEP.

202 Baker Middle School RG 03-SEP-2008 Compliance Alert

Pupil Number Usual Last Name Preferred First Name Age Birth Date Gender Grade Ethnicity
 2008455 Demo Mary 12-09 06/09/1996 F 7 CAUCASIAN

Eligibility Category Case Manager Homeroom
 DEAFNESS MATHIS 23-CARLSEN

Number	Date	Next Review Date	Exceptionality	Type	Status
2	02/12/2008	02/12/2009	DEAFNESS	IEP	Finalized
1	09/03/2003	02/13/2007	DEAFNESS	IEP	Finalized

Add IEP Amend IEP View Details

Highlight the record you wish to view, and click the 'View Details' icon.

Menu Path- Special Education 'Main' menu > IEP/Services Plans > Basic Info Tab

After clicking the 'View Details' icon, a screen with 13 tabs will display, starting with the Basic Info tab shown below. There are additional tabs after the IEP Team tab that you can access by clicking on the arrow. However, the tabs which you will be accessing the most during this roll-out phase include the Basic Info, Parents/Guardian, PLOP/Goal, Services 1, LRE and Testing.

202 Baker Middle School RG 03-SEP-2008 Compliance Alert

Pupil Number Usual Last Name Preferred First Name Age Birth Date Gender Grade Ethnicity
 2008455 Demo Mary 12-09 06/09/1996 F 7 CAUCASIAN

Eligibility Category Case Manager Homeroom
 DEAFNESS MATHIS 23-CARLSEN

Basic Info Parents/Guar... PLOP/Goal Services 1 Services 2 LRE Accommodat... Testing Progress R... IEP Team

IEP# 2 IEP Status
 IEP Date 02/12/2008 First Language ENGLISH Neighborhood School
 IEP Review Date 02/12/2009 IEP Manager MATHIS, CHRISTEN Phone:
 Actual Start Date 02/12/2008 Eligibility 1 - 08-MAY-2006 - DEAFNESS
 Adult Student Yes No Facilitator 202 - NANCY FITTA
 ESY Yes No

Evaluation Date 08-MAY-2006
 Re-Evaluation Date 08-MAY-2009

Finalized By ADMASIST Date Finalized 03/24/2009 Notifications Historical Info Re-Open Spell

TABS to the right of 'IEP Team' are shown below.

- Basic Info
- Parents/Guardian
- PLOP/Goal
- Services 1
- Services 2
- LRE
- Accommodations
- Testing
- Progress Reports
 - IEP Team
 - Special Considerations
 - Strengths/Weaknesses
 - Parent Input

Menu Path- Special Education 'Main' menu > IEP/Services Plans > Parents/Guardian Tab

The Parents/Guardian tab reflects information keyed by the student's home school in core eSIS.

Menu Path- Special Education 'Main' menu > IEP/Services Plans > Services 1 Tab

The IEP Services 1 Tab looks a lot like the Special Education Related Services tab you are used to accessing. We have added two new columns; Specially Designed Instruction and Loc (for location) and the minutes per week calculations at the bottom of the screen. These new fields will not be used until we begin with the IEP Writer phase of the project.

Specially Designed Instruction	Loc	Minutes	Frequency	Start Date	Anticipated Duration	Agency/Service Provider	Site	Exit Date	Exit Reason
SDI: WRITTEN L...	Convert	300	EXIT	02/13/2007			Birney Elementary...	02/12/2008	
SDI: PHYSICAL ...	Convert	45	WEEKLY	02/12/2008			Baker Middle Sch...		
SDI: OCCUPATI...	Convert	30	WEEKLY	02/12/2008			Baker Middle Sch...		
SDI: SPEECHLA...	Convert	40	WEEKLY	02/12/2008			Baker Middle Sch...		
SDI: READING ...	Convert	550	WEEKLY	02/12/2008			Baker Middle Sch...		
SDI: WRITTEN L...	Convert	550	WEEKLY	02/12/2008			Baker Middle Sch...		
SDI: MATH	Convert	275	WEEKLY	02/13/2008			Baker Middle Sch...		

Menu Path- Special Education 'Main' menu > IEP/Services Plans > Services 2 Tab

The IEP Services 2 tab displays the Related Services and Supplementary Aids and Services for your student. Special Education Lite did not track the minutes provided for Supplementary Aids and Services. A zero will display in the minutes column for records converted to Special Education Advanced.

Related Services will display here.

Supplementary Aids and Services will display here. All converted records will display as zero minutes.

Menu Path- Special Education 'Main' menu > IEP/Services Plans > LRE Tab

The fields at the top of LRE Tab are identical to the LRE tab used in Special Education Lite. The additional fields on this screen will be used during the IEP Writer phase of this project.

These are the only LRE fields used during the roll-out phase of SPED Advanced.

Discontinued Eligibilities/Withdrawn Student Process

Menu Path- Special Education 'Main' menu > Eligibility Determination

TACOMA SCHOOL DISTRICT NO. 10 Student Information System

SPED - Eligibility Determination

202 Baker Middle School RG 03-SEP-2008 Compliance Alert

Pupil Number Usual Last Name Preferred First Name Age Birth Date Gender Grade Ethnicity
 2008455 Demo Mary 12-10 06/09/1996 F 7 CAUCASIAN

Eligibility Category Case Manager Homeroom
 DEAFNESS 23-CARLSEN

Eligibility Determinations:		
#	Date	Disability Category
1	05/08/2006	DEAFNESS

Add View Details

Highlight the record you wish to view, and click the 'View Details' icon.

Menu Path- Special Education 'Main' menu > Eligibility Determination > Basic Info Tab

The SPED - Eligibility Determination screen (above) does not have a specific field to track a student's Withdraw Date and Withdraw Code. This important information will be tracked on the Eligibility Determination Basic Info Tab (below.) The 'Level' field contains the student's Withdraw code and the 'Formal Referral Date' displays the student's Withdraw Date. The names of this withdraw fields will be changed to match their actual usage in a future enhancement to the Special Education module.

TACOMA SCHOOL DISTRICT NO. 10 Student Information System

Washington Eligibility Determination Details

202 Baker Middle School RG 03-SEP-2008 Compliance Alert

Pupil Number Usual Last Name Preferred First Name Age Birth Date Gender Grade Ethnicity
 2008455 Demo Mary 12-10 06/09/1996 F 7 CAUCASIAN

Eligibility Category Case Manager Homeroom
 DEAFNESS 23-CARLSEN

Basic Info Committee Me... Meeting Info Decisions Strengths Needs Docs Presented Recommendation

Eligibility Determination # 1

Eligibility Report Start Date 05/08/2006

Type

Level PARENT REJECTE...

Formal Referral Date 5/07/2008

Date Finalized

Finalized By

Notifications Historical Info Finalize Spell

The 'Level' field displays the student's Withdraw Code.

Field name will change with future enhancements to SPED Advanced.

'Formal Referral Date' displays the student's Withdraw Date.

Field name will change with future enhancements to SPED Advanced.