

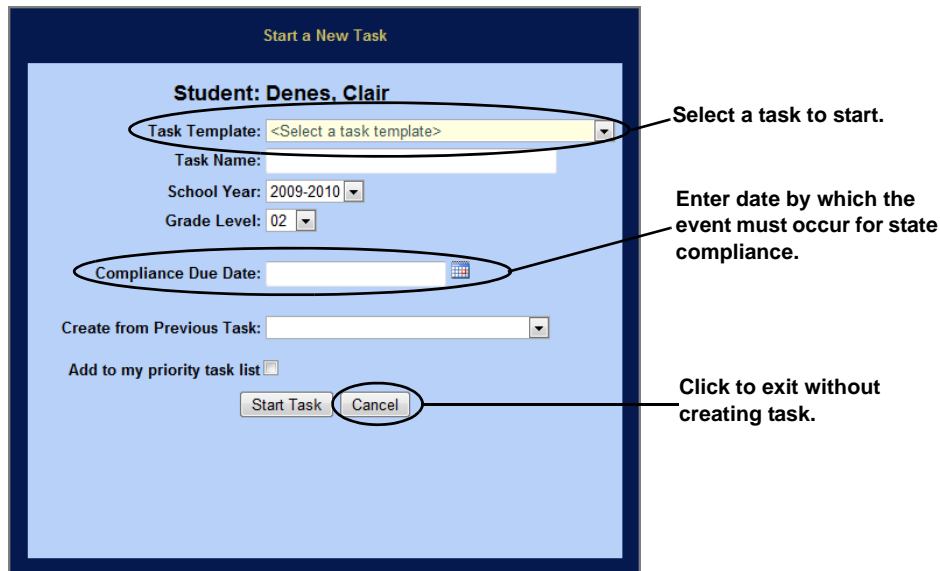
What's New in Special Services v9.3.2?

ProgressBook Special Services v9.3.2 provides several new features and resolves some issues to improve users' experience. This overview will help you understand the recent changes.

Start a New Task

The Start a New Task window has been modified as follows:

- The Due Date field has been replaced by the **Compliance Due Date** field to enable you to specify the date by which the event must occur in order to remain in compliance with state requirements. You no longer need to enter start and end dates for the task.
- **Include Optional Forms** check box has been removed. Once the task is created, you can add optional forms in the task individually by clicking the Add a Form button on the Open Tasks screen.
- The **Cancel** button, which replaces the Close link on the title bar, enables you to exit the Start a New Task window without creating the task.



The screenshot shows the 'Start a New Task' window for a student named Denes, Clair. The window contains the following fields and controls:

- Task Template:** A dropdown menu with the text '<Select a task template>'. An annotation points to it with the text 'Select a task to start.'
- Task Name:** A text input field.
- School Year:** A dropdown menu showing '2009-2010'.
- Grade Level:** A dropdown menu showing '02'.
- Compliance Due Date:** A date input field with a calendar icon. An annotation points to it with the text 'Enter date by which the event must occur for state compliance.'
- Create from Previous Task:** A dropdown menu.
- Add to my priority task list:** A checkbox.
- Start Task** and **Cancel** buttons. An annotation points to the 'Cancel' button with the text 'Click to exit without creating task.'

Figure 1. Start a New Task Window

- The **Task Template** list no longer defaults to the Initial IEP (IIEP) task and instead prompts you to select an applicable task. Additionally, the task list is now sorted and grouped by task type to enable you to more easily locate specific tasks.

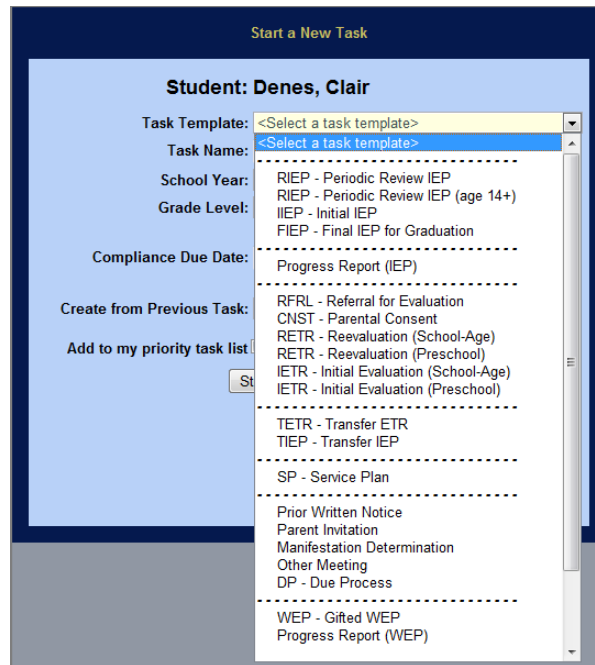



Figure 2. The Task Template list is now sorted and grouped by task type.

Add Optional Forms

The Add Optional Forms window has been redesigned and now resizes to the appropriate length necessary to contain all of the available forms. Additionally, you can perform the following two actions:

- To select a form to add to the open task, click the **form name** or select the **check box**.
- To preview the form in a new window, click .

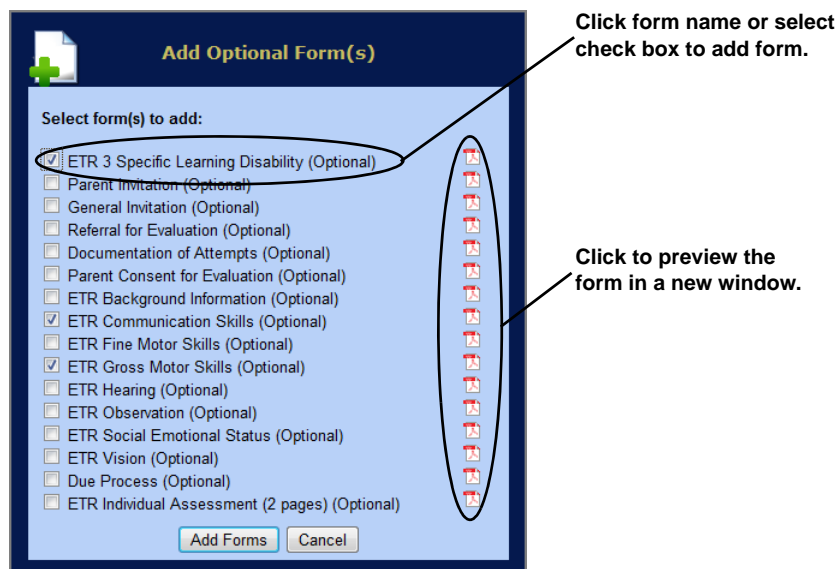


Figure 3. Redesigned Add Optional Form(s) Window

Add Attachments

You can now add attachment pages to a specific page in an open task, instead of at the end of the task. When you select to print all of the forms in a task, the attachment appears in the merged form set immediately after the page to which it is attached; when you select to print only the page, the attachment is automatically merged with the selected page.

1. On the Open Tasks screen, select the appropriate **student** and **task** to which you want to add an attachment page.

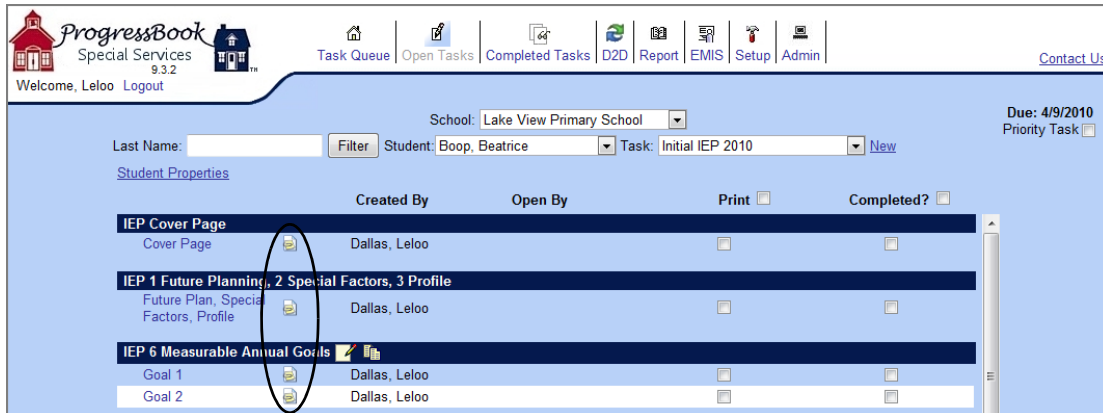



Figure 4. Add Attachment Icon on Open Tasks Screen

2. Click  next to the page to which you want to add an attachment.

The Add an Attachment window displays, listing the forms that can be attached to the page.

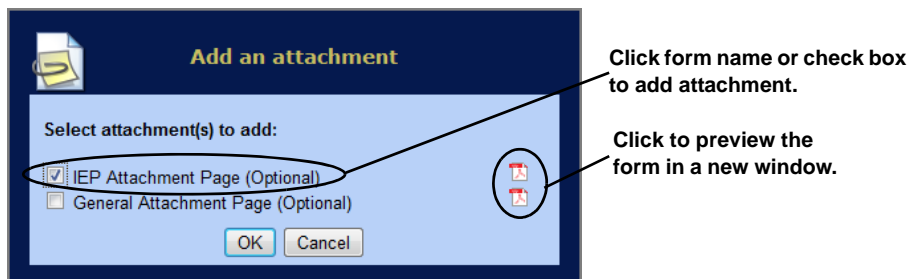


Figure 5. Add an Attachment Window

3. Click the **form name** or select the **check box** next to the name of the form you want to attach.
4. Click **OK**.

The attachment displays in a row beneath the page to which it is now attached.

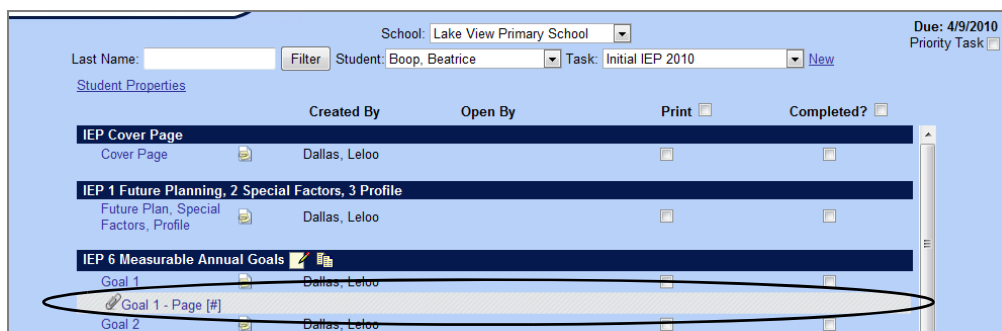


Figure 6. Attachment for Goal 1 Page

- To view or edit the attachment, click the **name of the attachment**.

The Page Edit screen opens, from which you can add information on the attachment page and rename the attachment page.



Note: Attachment pages are an extension of the page to which they are attached. Therefore, you can only lock or complete the attachment by choosing these options on the Page Edit screen when the associated page is open.

Completed Tasks Screen

The Completed Tasks screen now provides the following features:

- The **Task Type** column displays the type of task. You cannot modify this field.
- The ability to rename completed tasks. See “*Rename Completed Tasks*”.

Displays type of task.

Click to rename completed task.

| Completed Tasks | Task Type | Complete Date | Event Date | Include In Emis | Action |
|------------------------------|-----------|---------------|------------|-------------------------------------|--------|
| 2009-2010 - Grade Two | | | | | |
| Reevaluation 2010 | RETR | 3/31/2010 | 3/22/2010 | <input checked="" type="checkbox"/> | |
| Annual Review IEP 2010 | RIEP | 3/31/2010 | 3/22/2010 | <input checked="" type="checkbox"/> | |

Figure 7. Completed Tasks Screen

Rename Completed Tasks

- On the Completed Tasks screen, select the **student** whose completed tasks you want to view. The completed tasks for the student display.
- Click in the row of the task you want to rename.
- On the Rename Task window, enter the **new name** in the Task Name field.

Rename Task

Task Name: DenesC - Reevaluation 2010

Save Cancel

Figure 8. Rename Task Window

4. Click **Save**.

The new name displays for the task on the Completed Tasks screen.

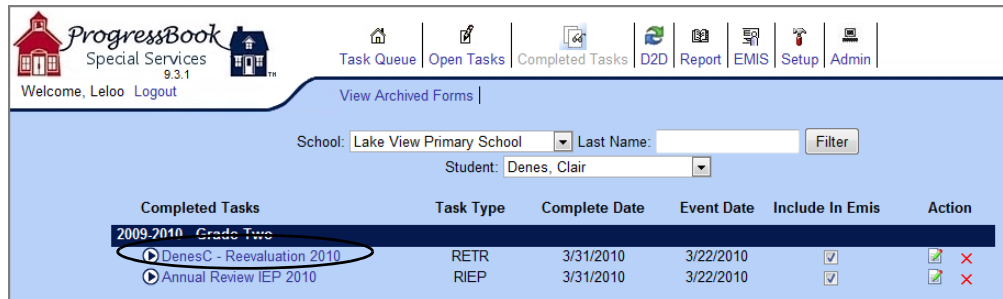


Figure 9. Renamed Task on Completed Tasks Screen

IEP 12 Statewide and District Wide Testing Page

An “Alternate Assessment” option has been added to the Child Will Be Tested column on the IEP 12 Statewide and District Wide Testing (IEP 12 Testing) page to more clearly define the testing options for students participating in the Alternate Assessment or Modified Assessment. Any open IEP 12 Testing page in which “Modified Assessment” was selected prior to Special Services v9.3.2 now displays a check beside “Alternate Assessment.” Only districts piloting the Modified Assessment testing option will need to update their forms to reflect the Modified Assessment test.

IEP Individualized Education Program

12 STATEWIDE AND DISTRICT WIDE TESTING

For each subject tested in the child's grade, choose the method of assessment below. If “With Accommodations” is chosen for any subject, provide a description of the Accommodations for each subject in the right column.
Alternate Assessment, if chosen, must apply to all tests taken.

Will the child participate in classroom, district wide and state wide assessments with accommodations? YES NO

| AREA | GRADE | CHILD WILL BE TESTED: | DETAIL OF ACCOMMODATIONS |
|----------------|-------|---|--------------------------|
| READING | | <input type="checkbox"/> Without Accommodations <input type="checkbox"/> With Accommodations <input checked="" type="checkbox"/> Modified Assessment <input type="checkbox"/> Alternate Assessment | |
| WRITING | | <input type="checkbox"/> Without Accommodations <input type="checkbox"/> With Accommodations <input type="checkbox"/> Modified Assessment <input type="checkbox"/> Alternate Assessment | |
| MATH | | <input type="checkbox"/> Without Accommodations <input type="checkbox"/> With Accommodations <input type="checkbox"/> Modified Assessment <input type="checkbox"/> Alternate Assessment | |
| SCIENCE | | <input type="checkbox"/> Without Accommodations <input type="checkbox"/> With Accommodations <input type="checkbox"/> Modified Assessment <input type="checkbox"/> Alternate Assessment | |
| SOCIAL STUDIES | | <input type="checkbox"/> Without Accommodations <input type="checkbox"/> With Accommodations <input type="checkbox"/> Modified Assessment <input type="checkbox"/> Alternate Assessment | |
| OTHER | | <input type="checkbox"/> Without Accommodations <input type="checkbox"/> With Accommodations <input type="checkbox"/> Modified Assessment <input type="checkbox"/> Alternate Assessment | |

Figure 10. Modified Assessment and Alternate Assessment Options on IEP 12 Statewide and District Wide Testing Page

EMIS Student Attributes - No Date Record (FN)

The EMIS Extract no longer generates the Student Attributes - No Date Record (FN). Because the FN record is only reported in December reporting if the student's IEP Outcome on December 1st differs from the previous reported Outcome ID for that IEP, and this data is not captured on the IEP at this time, Special Services no longer creates this record. This change was made in conjunction with DASL, which did not import this record. Users who need to report a different IEP Outcome for students meeting the criteria outlined by EMIS must enter that information directly into the student information system for EMIS reporting.

Defects Resolved in v9.3.2

The following issues have been resolved in Special Services v9.3.2.

| Reference # | Issue Description |
|--------------|--|
| N/A | The EMIS Extract no longer generates the Student Special Education Events Record (GE) for Service Plan (SP) tasks. SP tasks do not have event data that is reported to EMIS in the GE record. |
| D2208 | When editing a page on the Page Edit screen, the system no longer allows users to save a blank value in the Page Name field. |
| D2116 | The EMIS Review Report now displays the Disability Start Date, if selected, from all form sets and tasks, whether they were completed in Task View, Classic View or versions of Special Services prior to 9.1 (SSEM). |
| D2117 | The EMIS Extract now generates the Student Attributes - Effective Date Record (FD) for all students whose disability code has changed whether they were completed in Task View, Classic View or SSEM. |
| D2118 | The EMIS Extract error log now displays a consistent error message for applicable tasks in which a value has not been selected in the Secondary Planning list on the Special Education Events Form. |
| D2121, D2122 | The EMIS Extract error log now contains errors if no value is selected in the IEP Test Type or Secondary Planning lists on the Special Education Events Form for applicable tasks or form sets whether they were completed in Task View, Classic View or SSEM. |
| D2134 | Users can now create a new task from an existing task that was imported using District-to-District Transfer. |
| D2156 | The EMIS Extract error log no longer displays the "Error determining Graduation Requirement" error when generating Student Ohio Graduation Test Records (GX) for applicable tasks in which the Req for Grad? column contains a value on the EMIS Data Collection Form. |
| D2197 | On the ETR Cover Page, the value a user enters in the <i>If yes, provide the name of the surrogate parent</i> field is stored upon saving the page and displays in the field the next time the page is opened. |