

## Special Services (SpS) Enhancement List

Id	Name	Description	Related Cases	Planned Release
2071	SpS - ALL Forms - Expandable Fields on Forms	<P>Allow the fields on all forms expand as content is added.</P>	OMERESA 59396, EVERYONE	
1663	SpS - Pages - Open All Forms in a Task	Ability to open all forms in a task at one time and be able to modify them instead of opening/closing each one individually when moving to another.	SESAC F10	
2264	SpS - Parent Access - Post Completed Tasks on Parent Access	Ability to post completed tasks (IEPs, ETRs, SPs, Progress Reports, etc) on Parent Access so parents can read documents online. Districts looking to reduce their paper costs with online report cards would like this functionality posted as well.	NOACSC 61580	
2102	SpS - EMIS DCF - Ability to pull EMIS DCF without running EMIS Report	Ability to pull up a student's EMIS DCF from EMIS Tools, so that it pulls from Completed Tasks, without needing to first run the EMIS Review Report. Possibly ability to select student name and click button to view EMIS DCF.	SCOCA User Group 2009	
2002	SpS - Task Queue - Search by Student	Ability to search for all tasks for a specific student on the Task Queue screen regardless of the due date of those tasks.	NCOCC 59080, SCOCA 59461, LNOCA 59692, Harris 60663	
2263	SpS - EMIS DCF - Add Line for Intervention Specialist	Add line to EMIS DCF for users to record Intervention Specialist assigned to student. This will assist EMIS and administration in contacting the applicable person should questions arise about the student's EMIS DCF.	NOACSC 61580	
1780	SpS - EMIS Extract - Reference to Student Names	Customer requesting ability to have student names added to the EMIS Extract file. While this isn't currently possible as the format is dictated by the EMSRX file layouts, look into ways to help users identify student names from the numbers. EMIS numbers are often kept confidential so they aren't any easy search feature.	SCOCA 57500	10.1.0
1815	SpS - Effective Dates - Indicator when student turns 16	Set system to have the IEP 4 PostSecondary Transition page somehow automatically pop up when a student turns age 14 during an IEP year. Then, set to have the IEP 5 PostSecondary Transition Services page somehow automatically pop up when a student turns age 16 during an IEP year. Possibly set to flag all IEPs with students turning age 14/16.	NOACSC 57772	
2025	SpS - Student Properties - Add Teacher Info	Add fields to Student Properties for Homeroom Teacher, Special Education Teacher, and Related Services Providers so that users can set the information once and have it populate on all of the Progress Report forms.	NOACSC 59267	
2086	SpS - EMIS Extract - Standardize Extract Error Messages	Streamline EMIS Extract Error messages making them easier for end users to interpret and identify errors. Identify first the student ID, then the record type, then what is missing or invalid within that record.	SWOCA 59727	10.1.0
2186	SpS - Help - Add Help Feature to SpS	Add Online Help feature to SpS that would provide guidance to users on SpS application issues based on which page the user is currently working. Help would also allow users to search through other sections.	.	
2221	SpS - IEP 7 - Move Applicable Services to Specially Designed Instruction	Add Related Services drop down list to the Specially Designed Instruction section in order to report services to EMIS that can be considered Specially Designed Instruction, and not a Related Service due to the nature of the student's IEP. Currently, users are listing them twice, once in SDI and once in RS for EMIS reporting but this is confusing for users and parents. Change will require ODE approval.	MDECA 60929	
2230	SpS - EMIS - District Settings for Default Date of Test	Ability for districts to set the default month on the date of test value instead of the system setting the value for all users.	NOACSC 61060	
2234	SpS - Open Tasks - Ability to Print Task Without Page Numbers	Ability for users to print an open task without page numbering by indicating such&nbsp;on the Open Task screen. Provide users the ability to chose whether page number display on pages at time of printing. This feature would be able to be turned on/off by district.	LNOCA 61158	
2259	Sps - Task Queue - Able to select all pages from a task using the task queue	User would like to use the Task Queue similar to how the Completed Task screen works. In the completed tasks there is an arrow that allows you to see multiple pages of a task when clicked on. The user would like to see that same functionality in the Task Queue and would also like to navigate to those specific pages when being clicked on.	HCCA 61352	

## Special Services (SpS) Enhancement List

Id	Name	Description	Related Cases	Planned Release
1641	SpS - Pages - Attachment Page Link	Ability to click from an initial form to get the attachment page directly from that initial form. Currently, the user must close the initial form, return to the homepage, create/name the attachment page and resume typing.	SESAC A18	
1643	SpS - Process Extract - Add Run Date/Time	Add run date/time to the Process Extract screen so users when running for individual students can tell which one they ran last. Makes it easier when correcting multiple individual students to see which is the most current one you are working on instead of continuously jotting down student EMIS IDs.	HCCA - 62267	
1707	SpS - Open Tasks - Create Form Audit Log	<P>Requesting audit of proposed forms to see when form was created, edited, and completed. Requesting audit by form within the Open Task.</P>	MDECA 57145	
1990	SpS - New Task - Task for Blank Student	Ability to create task for a blank student (student not yet in SpS) and then transfer task to the student record once they are entered. This will address the issue with new students who may not yet be in SpS due to paperwork issues getting student entered in SIS but need to get forms created for compliance issues. This will also address issue with summer IEPs where integration is not yet turned on to have student display in SpS.	SESAC, PBUG, Training	
2008	SpS - Completed Tasks - Don't Show on Dashboard Option	Ability for staff to indicate on Completed Tasks screen that an IEP/ETR/etc should not show via the View Forms on the Teacher Dashboard. In the event that a student is exited out of Special Services, want to flag the file task so that the classroom teachers do not see the icon on their dashboard indicating the students has forms for review. This is misleading and confusing for the staff. By default, "Include on Dashboard" would be checked for tasks with users who have appropriate security being able to uncheck.	NEONET 59051	
2231	SpS - Student Properties - Add Case Manager Field	Ability for districts to indicate staff member who is serving as Case Manager for each student. Information would then pull like other demographic fields on the forms. Users would like the information to be entered on the Student Properties screen and displayed on the Open Tasks screen, but also allow mass entry of data from the Administrator screens.	MVECA 61108	
2245	SpS - Open Tasks - Create SP from IEP and IEP from SP	Ability for users to create a Service Plan task, using Create from Existing, from an IEP task as well as create an IEP task from a Service Plan task with data populating on the new pages.&nbsp;Currently, when attempting to do so, the task will create but the data does not share across applicable pages.	SESAC, TCCSA User Grp 5/2010	
2246	SpS - IEP 7 - Increase Related Services to 8 Lines	Increase Related Services section on IEP 7 Services page from 4 lines to 8 lines allowing for more lines on the single page so users are not forced to create a second page with just Related Services listed.	TCCSA User Grp 5/2010	
2250	SpS - ETR Cover - Display Only One Grade Level	Change the ETR Cover Page to display only one grade level instead of the two year grade level span that is necessary on the IEP cover page. As ETRs are written at one time and are in effect for up to three years, the grade level span isn't really applicable on these pages.	MDECA 61493	
2265	SpS - EMIS Report - Ability to Run by Student	Ability to run the EMIS Review Report by individual student by adding the student option to the Selection Screen.	HCCA 61567	
1842	SpS - Open Tasks - Last Name Search field for Classes	<P class=MsoNormal>Districts would like teachers to have the option to search for a student by last name like administrators can rather than having to scroll down from the drop down list.</P>	MDECA 980828	
2101	SpS - Open Task - Entry of Dates on Start a Task	Ability to enter dates on the Start a Task screen as numbers only (i.e. mmddy or 091010) and have the system convert this to proper formatting (i.e. mm/dd/yyyy or 09/10/2010). Also the ability to enter dates as month and day only (i.e. mmdd or 0901)&nbsp;and have the system automatically fill in the current year (i.e. mm/dd/yyyy or 09/10/2010). Include change in all application (non-form) date fields.	SCOCA User Group 2009	
2126	SpS - Task Queue - Sort by Column Header	Ability to sort sections on Task Queue screen by column headers. Keep Default sort by Due Date ASC, but allow clicking on columns to sort by that data first ASC, then DESC on second click.	SESAC	
2127	SpS - IETR Task - Set PR01 and PR05 as required	<P>Change PR01 (Prior Written Notice) and PR05 (Parent Consent) forms in IETR tasks from Optional to Required as these forms are required by ODE when conducting these events/meetings.</P>	SpS Forms Cmte	
2181	SpS - EMIS - Add Preschool EMIS Form Option	Add Preschool EMIS Form to system so that it is the form generated for events when the student's grade level PS.	NEONET 60794	

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2208	SpS - Open Tasks - Comment Feature for Pages	Ability for users working on the same task to share comments with each other regarding the pages within the task. Similar to the Comments feature previously available in SSEM and SpS Classic View.	MDECA 60655	
1597	SpS - New Report - Build Your Own Report	<P>Create new report giving users the ability to build custom reports selecting fields from various forms. Also allow saving of custom reports by user so they do not have to rebuild each time. This would cover IEP At A Glance requests where users would have the summary of the student's goals and services listed on one page.</P>	SESAC C2, NOECA	
1983	SpS - PR-02 - Auto-populate Parent Address	<P>Automatically populate the PR-02 Parent Invitation with the primary and/or secondary parent's name and address. Users would need the ability to indicate for which parent to create the form.</P>	NCOCC 58746, SWOCA 58742	
2128	SpS - RETR Task - Set PR01 as Required	<P>Change PR01 (Prior Written Notice) form in RETR tasks from Optional to Required as these forms are required by ODE when conducting these events/meetings.</P>	SpS Forms Cmte	
1496	PB - Dashboard - View Forms (IEP) icon	(1) Ability, by district, to set the View Forms icon on the Class Dashboard to only display if there are unread forms that user has not yet viewed (current functionality) or set to always display if finalized forms exist. (2) Ability, by district, to set time parameters on the display of the View Forms icon so that districts can activate for forms finalized in this school year or last three school years, etc. Current problem that at high school level, icon displays for new teachers even if forms were finalized when the student was in first grade and are no longer applicable. Set default to display last year.	SEOVEC, SSEMCon, HCCA	
2011	SpS - ETR planning - Team Members line to small	The line for typing team members on the planning form does not expand. We are unable to put our entire team on the form.	Harris 59050	
2015	SpS - Open Tasks - Change Open By Functionality	<P>Change "Opened By" functionality on the Open Tasks screen by removing the column on the screen and instead showing a prompt when users click on a form that the form is already Opened By [Person Name]'. Allow the second users to either open a Read Only version of the page or click Cancel.</P>	TCCSA 59069	
2097	SpS - Open Tasks - Display Full Student Name	Change the student name display on the Open Tasks screen to include the student's middle name as well as last and first in student drop down listing.	Harris	
2108	SpS - IEP 8 - Report Transportation Service from Checkbox	In IEP 8 Transportation, use "Yes" checkbox for first question "Does the child have needs related to their identified disability that require special transportation?" to report Special Transportation 215021 related service to EMIS instead of having users also select Special Transportation in IEP 7 Services related services section.	TCCSA User Group, SWOCA 63094	
2110	SpS - ETR 1 - Ability to Type Name as Signature	Ability for users to key in evaluator name and date in signature section of ETR 1 Individual Evaluator's Assessment. Annotations state that a name can be typed if the evaluator will be signing the signature page section of the ETR.	Harris 60289, NCOCC 60955	
2123	SpS - Open Tasks - Add Task Created By Field	Add Task Created By field on Open Tasks screen instead of auto-populating users name for Created By field on all forms in task.	SESAC	
2129	SpS - CNST Task - Ability to Turn Off by District	Ability to turn off CNST task by district. This would allow districts who prefer PR05 Parent Consent forms to be filled out with ETR tasks to prevent users from creating/completing them outside the ETR tasks.	SpS Forms Cmte	
1614	SpS - Security - Create New Level	Add additional security level which ITCs/districts can use at their own discretion.	SESAC D20	
1665	SpS - Admin Homepage - Remove PA Security	Remove Assign PA Security from SSEM Admin Homepage as functionality no possible with SSEM. Also remove PA security levels from options.	SESAC D21	
1676	SpS - New Form - Add 504 Plan	Add 504 Plans to the system so the forms can be completed online and, after finalization, icon will appear on teacher dashboard.	SESAC F9	
1677	SpS - Security Levels - New Grid View	Create gridview of security levels similar to security roles gridview currently on the admin screen. Include "select all" option on the grid to add all the privileges under a level.	SESAC E9	

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1669	SpS - Security Roles - Select All in Grid View	Add Select All options to Security Roles Grid View. Then can remove other Security Roles screen.	SESAC D19	
1686	SpS - Security - Multi-District Access	Ability for users to access information from multiple districts under one user login (e.g. ESC personnel with students from multiple districts). Currently users must log out and log back in multiple times to work on forms for their students.	SESAC A5	
1837	SpS - Open Tasks - Ability to Set Form/Page Order	<P class=MsoNormal>Ability for the user to reorder the forms within a task on the Open Tasks screen for Printing and Closing Task. Once the user modifies the order for a specific task, it would stay in that order each time the user opens the task. Ability to specify where in task an attachment page or uploaded page would appear, so that they can follow the specific page they are addressing.</P>	HCCA 57886, NEONET 59691, 59781, NOACSC 61580	
1844	SpS - Database - Add Index to studentformaudit table	Add index to the studentformaudit table. Need to have table set to allow shrink commands to run properly so wasted space is not being allocated to the table increasing db sizing.	NCOCC 57882	
1904	SpS - Help - Add link to ODE Resources (annotations)	Users requesting link in Online Help to direct them to the annotations or other documentation on ODE's resource website (www.edresourcesohio.org).	NOACSC 58313	
1914	SpS - Open Tasks - Ability to Rename a Page	Ability to rename a page from the Open Task screen. Currently rename a page functionality only on the Page Edit screen.	LACA	
1932	SpS - New Table - Add record for Save Lost/Locked	Create a new log table to record for save lost messages, when two users open same form - one saves and one loses the save. Include User ID (lost save), Date/Time, IP Address, Message Received. Also record same information for users who lose save because another user has locked the form.	LACA	
1961	SpS - Open Tasks - Auto Create Progress Report Tasks	<P>Ability to auto create progress report tasks from IEP tasks. Suggesting adding option to Complete Task action for IEP Tasks so that corresponding PR Task created.</P>	NCOCC 58561	
1969	SpS - Workflow - Update Completed checks on Cover Page	<P>Update the task cover page Completed Page checkboxes with the information from the page completion checkboxes in the task. For example, when the IEP 5 page is marked complete (either on page edit or on Open Tasks), checkbox for 5 on IEP cover page will be checked. Or, have the checkboxes made to the cover page update the completed checkboxes on Open Tasks. Make this a district configuration that could be set or turned off.</P>	NCOCC 58632	
1981	SpS - Open Tasks - Auto-create Optional Form Pages	<P>When adding Optional Forms to a task, either at task creation or through 'Add a Form', automatically create the pages. Would like the Optional Form pages to create just like the pages for the Required Forms so users do not have to add the form and then create a page.</P>	NCOCC 58721, SWOCA 58750	
2003	SpS - Open Tasks - Ability to Edit Due Date	Ability to edit the Task Compliance Due Date after the task has been created. If the user incorrectly enters the date, there is currently no method to correct that information.	NCOCC 59080	
2043	SpS - New Task - Create IIEP Initial IEP (age 14+) Task	Addition of an "IIEP - Initial IEP (age 14+)" Task which contains all the IIEP - Initial IEP task forms with IEP 4 Postsecondary Transition and IEP 5 Postsecondary Transitional Services set as required forms and automatically included in task.	NCOCC User Group, OMERESA	
2058	SpS - IEP 6 - Expand "Report every ___ weeks" field	On the IEP 6 Goal Page form, expand the text field in "Report every ___ weeks" field to allow users to enter '4 1/2' as a value option. Currently field only allows 2 characters.	NEONET 59676	
2083	SpS - PR-01 - Autopopulate District Name and Address	Auto-populate the School District Name and the Address information on the bottom of the PR-01 Prior Written Notice form with District Name and Address. Allow the address fields to be modified should the users want to reference a specific building address information.	LNOCA 60049, SCOCA User Group 2009	
2104	SpS - SpEd Events - Pull Event Dates from Cover Pages	Ability for Meeting Dates entered in IEP or ETR cover pages to autopopulate onto the Special Ed Events form as the corresponding Event Date.	SCOCA User Group 2009	
2125	SpS - Setup - Sort Task Template List by District	Ability for district administrators to sort Task Template List, which appears on Start A Task screen, into district specific order and even hide undesired tasks.  Also: Teachers wish&nbsp;tasks to be hidden for students that are hidden in those respective classes.	SESAC	

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2175	SpS - Admin - Ability to View Staff with Access to Student	As an Admin, ability to view all staff members who have access to a student and their corresponding security roles.	.	
2232	SpS - Integration - Include Last Name Suffix	Update to the data integrations to include the Last Name Suffix value for both parents and students so that the information can display in Student Properties and on the forms as well.	NOACSC 61117	
1588	SpS - ALL Reports - Export as CSV Files	Ability to export all reports from Special Services as CSV files.	SESAC G7	
1593	SpS - Choose Report - Add District Field	Add district option to the reports so users with district-wide access can run reports for entire district. Users would like to look at reports from a district-wide basis, for example, all students with XX disability to see in which buildings they are enrolled. Help districts staff better manage their studen population.	SESAC A22, Wickcliff demo	
1594	SpS - Choose Report - Security Restrictions	Restrict securities on the Choose Report screen so that users can only run reports based on their securities for Special Services. If the user is a teacher, they should only be able to run for their classes. If the user is a building admin, they should only be able to run for the buildings in which they have access rights. Possibly even for the case management classes in that building(s). If the user is a district admin, they should be able to run for the whole district as well as buildings within a district. Possibly even for the case management classes in those buildings.	SESAC A22	
1595	SpS - Choose Report - Include/Exclude Inactive Students	<P>Ability to check to include/exclude inactive students from all reports. An IEP may have been created when a student was active, but once they leave the district usually they shouldn't be included in reports. We do not want to permanently exclude inactive students as they may be attending parochial schools and may need to be added to reports from time to time.</P>	SESAC B5	
1598	SpS - ALL Reports - Date Field Formatting	Correct date formatting so 1/1/2008 is treated like 01/01/2008. Currently 1/1/2008 is sorted on reports with the Octobers and doesn't produce clean or effective reports.	Training	
1599	SpS - EMIS Report - Export as CSV File	Add option to EMIS Report to allow users to export as CSV file.	SESAC G6	
1673	SpS - Student List - Show only Students with Forms	<P>Ability to show only the students with finalized forms (tasks) for Level 100 users when the access SSEM (View Forms page).</P>	SESAC E4	
1681	SpS - Class Print - Print Current Finalized IEP	Ability to print the current finalized IEP set for all, or selected, students in a class through the Class Print.	SESAC H9	
1684	SpS - Student List - Search by District	Ability to search by entire districts instead of being required to select the building before searching for the student. This would be for users with district-wide access.	SESAC F3, LNOCA 60080	
1715	SpS - Extract Error - Add PS/Disability 16 Error	Generate an extract error if disability condition is set to '16 - Developmental Delay' and student grade level not set to grade level mapped to 'PS'. Disability 16 only valid for preschool students. (FD Record).	.	10.0.0
1781	SpS - Extract Error - Add IEP Effective Year Check	Add EMIS Extract Error check to confirm the IEP does not exceed an IEP year which is one year minus one day. For example, an IEP effective 02/20/2008 - 02/19/2009 would be valid but an IEP effective 02/20/2008 - 02/20/2009 would not and would generate an error. An IEP can be in effect less than a year, but never longer.	.	
1782	SpS - Extract Error - Add Service Dates Year Check	Add EMIS Extract Error check to confirm the IEP Service Dates do not exceed an IEP year which is one year minus one day. For example, an service effective 02/20/2008 - 02/19/2009 would be valid but an service effective 02/20/2008 - 02/20/2009 would not and would generate an error. Services can be less than a year long, but never longer.	.	
1910	SpS - Student Properties - Gray Out DOR/DOS	<P>Gray out the District of Residence and District of Service in Student Properties for districts that integrate this information from the SIS. The values would still show, however the users (teachers) would not be able to make the change, For districts that do not integrate this information, make security setting that could be turned off/on so districts could restrict changes in this area to just admins or open to teachers.</P>	LACA	
1915	SpS - Open Tasks - Move Header Outside of Grid	<P>Move Header row outside of grid on Open Tasks screen so that as the user scrolls the header information will remain on the screen.</P>	Training	

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1937	SpS - Event Properties - Replace Spec Ed Event Page	Create Event Properties, like the Student Properties, that handle the data from the Special Ed Events page. This will replace the Special Ed Events page, thus removing it from each of the tasks.	SESAC	
1942	SpS - IEP 7 - User banks for accommodations/modifications	<P>Add Bank Import for Accommodations bank to the IEP 7 Services page (PR07_07-08).</P>	SWOCA, LNOCA 58489, LNOCA 58500	
2005	SpS - IEP 6 - Remove Autonumber for Objectives	Ability to remove the autonumbering for the objective fields on the goal page. District would prefer to number manually so that when they only have 2-3 objectives they aren't seeing the number autofill for 4 and 5. Current workaround suggested to users is to note 'N/A' in the extra objective fields.	NEONET 58895	
2026	SpS - IEP 6 - Add "Benchmarks Only" to Date of Mastery	Add "Benchmarks Only" label to the "Date of Mastery" field label on the IEP 6 Goal page. This will prevent confusion at IEP meetings where districts are using the Objectives and not Benchmarks. Or, allow users to enter "NA" to date field for Objectives Goal Pages.	SWOCA 59305, TRECA 59452	
2028	SpS - SP 2 - Lengthen Fields Sizing	Lengthen the fields on the SP 2 Services page to match the sizing on the IEP 7 Services page. This will cause the page to become two pages long.	NEONET 59282, 60014, NCOCC 59453	
2059	SpS - SP 1 - Expand "Report every ___ weeks" field	On the SP 1 Goal Page form, expand the text field in "Report every ___ weeks" field to allow users to enter '4 1/2' as a value option. Currently field only allows 2 characters.	NEONET 59676	
2117	SpS - Open Tasks - Change Created By Functionality	Change Created By to Owner, creating new tasks and pages with blank in Owner field. Add field on Page Edit to allow users to populate the Owner field which will then display on the Open Tasks screen. Auto-populate Owner field with name of first user to save the page.	TCCSA	
2120	SpS - Open Tasks - Ability to Rename Open Task	Ability for users, with appropriate security privilege, to rename a task after it is created. Add Task Type value to Open Tasks screen so users can still identify which task type was created when users change name.	SESAC, NCOCC 61474	
2121	SpS - IEP 7 - Move "Aide" Service to School Personnel section	Move "Aide" Service List option to School Personnel section, not Services section. Need confirmation from ODE prior to implementing change.	Training	
2174	SpS - New Report - Secondary Planning Report	Create a report for identification of students needing Secondary Planning displaying IEP Due Date against student age.	.	
2177	SpS - New Report - Services Report	Create a report to display services students are receiving, grouped either by student, building&nbsp;or by service.	TCCSA User Group 5/2010	
2197	SpS - Open Tasks - Tasks with Only Uploaded Pages	Ability to create an Other Task with only uploaded pages, no system forms. Currently, SpS is designed to require at least one system page in order to complete the task.	NEONET 60926	
2207	SpS - Student Properties - Default COR by District	Ability to set default County of Residence value&nbsp;by district.	Harris 60335, SWOCA 61257	
2278	SpS - Report - Create Intervention Specialist Report	Create new report to display students, buildings, grade and Intervention Specialist value added in Feature 2263.	SESAC 7/10	
1523	SpS - Audit Log - Create Audit Log	Create a running log, viewable on the Completed Tasks screen, of who accesses a completed task and when (date and time) the task was viewed.	SESAC A6	
1589	SpS - New Report - ETR Due Date Report	Create report to display student info and their ETR due date. The ETR Due date is 3 years minus one day from the IETR/RETR event date and the TETR end date. Will need to consider scenarios when there are multiple ETR events for a student, would only need the one per student. Report should display Student Name, Student ID, Building, Current Grade, ETR Date, ETR Due Date.	SESAC A14	
1590	SpS - New Report - Special Ed Student Report	Create report to display demographic data for Special Education students including address, phone, etc.	SESAC A21	

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1591	SpS - New Report - Viewed Forms Report	Create a report to display who has read which finalized IEP, who hasn't read the IEP (from those who are teachers to the student that year). Create a running log of who has accessed a form and when (date/time).	SESAC A6	
1592	SpS - Choose Report - Add Class Field	Add Class field to the reports so users with teacher access can run the desired report for their class(es) in addition to building and student. Include an "All Classes" option for teachers desiring to see the report for all students in any of their classes.	SESAC A7	
1602	SpS - Process Extract - Add Extract File Path	Add extract file path to the EMIS Transaction Log. Will be especially important if the Download Process for EMIS Extract story gets completed.	SESAC	
1603	SpS - EMIS Tools - Change Security	Change security for the EMIS functionality so that the access can be granted by the individual icon, not just the entire feature: Level 500 - All EMIS, Level 510 - EMIS Review Report, Level 520 - Build EMIS Extract, Level 530 - Process EMIS Extract/View Log.	SESAC D30	
1604	SpS - Process Extract - Change Location to Local User Machine	Change the Process EMIS Extract functionality to set it up for local user (on Local Machines usage) instead of at the ITC server level. Want the ability to download the extract instead of clicking the process EMIS extract and the file getting automatically moved to the EMIS folder on the server. Users importing extract file into DASL will not have access to the ITC server to access the extract file. Current work around is to simply display the extract file, choose File-Save As. However, this provides no log as to who has accessed this file.	SESAC	
1610	SpS - Contacts - Create D2D Contact Section	Add section for D2D Contact Information allowing users to search for districts to obtain contact info and Special Services usage status.	SESAC D17	
1611	SpS - Transfer - Create Batch Transfer	Create Batch Transfer for D2D allowing districts to perform a batch transfer to another district. For example, home school to JVS or preschool to home school.	SESAC D33	
1612	SpS - Transfer - Retransfer Deleted Sets	<P>Ability to retransfer a form set to a district after the previous transfer of that set to that district has been deleted. Currently, users must alter the form name prior to making the second transfer as original shows deleted status on D2D webserver.</P>	SESAC E15, 54003	
1613	SpS - Districts - Search by City	Add City option to the boolean search when selecting district.	SESAC D6	
1615	SpS - Import - Select/Unselect Student	Add ability to select/unselect a student on the Import Student Forms page. Currently, no way to unselect a student, only select a different student or leave the page.	.	
1616	SpS - Transfer - Select All Activates Next Button	Ability to active the "Next" button when checking Select All box. Currently checking the forms individually activates the button, but Select All does not.	.	
1617	SpS - Transfer - Set without Shared Data	Ability to transfer/import a finalized set that does not contain shared data (eg. EMIS data, data shared between forms). Currently transfer is successful, however importing that set errors for receiving district. Need to correct system so that importing a set via D2D is not dependent on the set containing shared data (spsstudentfinalizedselectedlov).	TCCSA 739614	
1618	SpS - Districts - Activate Go Button with Enter Key	Ability to press Enter key on keyboard to start District search instead of using mouse to click the Go button. Other screens in ProgressBook allow Enter key to active Go button.	SESAC D5	
1620	SpS - Preferences - Create Demographic Preference	Ability for users to set preference of their demographic data to populate onto the pages they completed (eg. name, title, school address, phone number, email address, location, etc).	SESAC A1	
1621	SpS - Preferences - Create Report Settings Preference	Ability for users to set preference on the report options they normally use. This would include EMIS Tools Report Selection screen including data range and which fields to view.	SESAC A1	
1622	SpS - Preferences - Create Age Display Preference	Ability for users to set preference on how the age displays on the pages they create to reflect years and months on preschool students (eg. 3.6 is three years six months) or just years for school age. Would like note on forms to include age "as of" date.	SESAC A11	
1623	SpS - ALL Forms - Expand Age Field	When revising forms containing the age field, expand the textbox width to allow for future development of the age field to display years and months.	.	

## Special Services (SpS) Enhancement List

Id	Name	Description	Related Cases	Planned Release
1627	SpS - New Bank - Create ETR Assessment Bank	Create a bank for the ETR 1 Individual Evaluators Assessment page (PR06_01) for use with the Summary of Assessment, Description of Educational Needs, and Implications for Instruction fields. Bank could also be used on the ETR Attachment Page (PR06_08).	SESAC B9, HCCA 59465	
1628	SpS - New Bank - Create ETR Basis of Eligibility Bank	Create a bank for the Basis of Eligibility field on the ETR 4 Eligibility form.	SESAC C1	
1629	SpS - Bank Item - Set Bank Item Order	Ability to set an order for the items in the banks like users are able to do for the categories in the banks.	SESAC C4	
1630	SpS - New Bank - Create ETR SLD Bank	Create a bank for all fields on the ETR 3 Specific Learning Disability (SLD) form (PR06_03); all fields would share the same bank.	SESAC C6	
1631	SpS - Banks - Share Banks Between Users	Ability to share banks from one user to another like the PB lesson plans. Allow all users to copy banks shared by another user.	SESAC E7	
1632	SpS - Banks - District Banks	Allow security level based user to create district bank that can be shared with all users. This would prevent districts need to assign PB Admin access to users so they can build a district bank.	SESAC E7	
1633	SpS - Bank Item - Add Indicators at New Item	Ability to access the indicators when building bank items instead of just when adding bank items to the pages.	SESAC B13	
1636	SpS - Bank Indicators - Omit StandardBenchmark	Change insert of indicators to just include the indicator and not the standard, benchmark, etc as well. May want to make this configuration a user preference item to set per user.	SESAC A13	
1640	SpS - Pages - Copy Data ETR to IEP	Ability to pull information for the PR07P1 IEP cover page from the PR06P1 ETR Part A to prevent rekeying of information on pages.	SESAC C11	
1642	SpS - Pages - Copy Accommodations Services to Testing	Ability to pull Accommodations for the IEP 12 Testing page (PR07_12) from the IEP 7 Services page (PR07_07). Only accommodations on the services page are valid on the testing page per state operating standards.	SESAC A15	
1653	SpS - Import - Import IEPs as IEP Sets	Change the import of IEP/EMIS Sets from other districts to import as IEP/EMIS Sets. Since users can now mark IEP sets as false, then it would exclude the set from the EMIS Tools. Suggest importing as an IEP/EMIS Set already excluded from EMIS.	.	
1654	SpS - EMIS - Update Primary Key on spsLovGroup Table	Update the Primary Key field on the spsLovGroup table so that it is no longer auto-incrementing. Also, update the values of the field for each record so they are consistent across the state.	.	
1675	SpS - Pages - Create District Page Template	Ability to create a template of a page that can be shared across multiple students and that can be accessed during Create from Existing. Want to give teachers access to a "model" completed page.	SESAC G5	
1682	SpS - Include EMIS Flag - Remove from Other Sets	Remove the finalize form flag section from Other sets to avoid confusion with "turning off/on" report of EMIS as Other sets never report to EMIS.	SESAC H1	
1710	SpS - ALL Forms - Add "Proposed" Watermark to Forms	Add watermark to proposed forms indicating the forms are proposed through Print Option only. Essentially users would like Print (regular) and Print with Watermark. If it is not possible to provide two print options, then group would prefer no enhancement as there can be no watermarking standard in application.	Revere; NEONET 57532	
1720	SpS - Extract Error - Add Alt Assess Testing Error	Generate extract error if Alternate Assessment is marked as the Type of Test in one subject, but not all test subjects. If ALT is selected for one, it must be selected for all. (GX Record). [Be sure to check if the test is being taken as not always taking all five subjects].	.	
1855	SpS - New Report - Progress Reports Complete for Admins	Users requesting a report that Administrators could run to see when Progress Reports have been complete. This wouldn't indicate when they were sent, but more when they were completed for each reporting period. Users suggested a check that could be marked each quarter to note student's PR are done, especially if PR Task left open for entire IEP year. Report would come in three variations: completed progress reports, uncompleted progress reports, and everyone with their completion status.	LNOCA demo	

## Special Services (SpS) Enhancement List

Id	Name	Description	Related Cases	Planned Release
1856	SpS - Workflow - Reminder DOR Invites	<P>Reminder in workflows for user to send General Invitation to the District of Residence when user district is not the DOR. Prompt within the task that this form would be required for this particular student.</P>	LNOCA demo	
1862	SpS - EMIS Extract - Create Monthly Extract File	Ability to run the EMIS Extract on a monthly basis. User would like run report by month to pull just the IEPs finalized during that month, regardless of the IEP effective dates. This would provide districts the ability to roll the event date, disability code, LRE and any related services monthly in DASL; which would greatly simplify the process for districts that write spring IEPs that are effective the following school year.	OMERESA 57957	
1916	SpS - Banks - Autorefresh Bank Items	When closing the Bank Item screen, from Setup-User Banks, automatically refresh the list of category items instead of needing to click 'View Items' link beside category to refresh Item list.	Training	
1917	SpS - Bank Item - Autosave with Next or Previous Button	Autosave information keyed on Bank Item screen when clicking on Next or Previous buttons to look at additional items.	Training	
1919	SpS - Reports - Ability to Blank Out Selected Student	Ability to blank out Student Name field after selecting a student when running reports.	Training	
1920	SpS - Student Properties - Add Surrogate Parent Info	Add surrogate parent information to student properties so values can be populated on the forms where applicable. Also, would like to integrate this data as much as possible with the SIS.	TCCSA demo	
1921	SpS - Workflow - District Set End Date Thresholds	<P>Ability for districts to set end date thresholds on tasks. If district wants all tasks completed 2 weeks (for example) before the due date, they can set that threshold at the district level and users would be prompted accordingly. Would also flag user tasks in the Task Queue based on the threshold, though it would not automatically move them from priority/non-priority.</P>	TCCSA demo	
1923	SpS - Task Queue - Create Sections for Task Types	<P>Update the groupings on the Task Queue screen to display tasks that meet the filter criteria to display in the following groupings: Priority, IEP, ETR, SP, WEP, Other, Progress Reports, Expired. Ability to expand and collapse&nbsp;each grouping.</P>	SESAC	
1929	SpS - Task Queue - Add Date Filter Options	Add dropdown list for Task Queue filtering for 30 days, 60 days, 90 days, etc in addition to the custom date filter currently available. Set default to 90 days.	SESAC	
1930	SpS - Task Queue - Task Priority Set by Admin	Ability for Administrator to mark a task as priority in an end user's queue. Feature should be able to be turned on/off at the district.	TCCSA	
1949	SpS - Edit Bank - Add 'Return to IEP' button	<P>Add button to the Edit Bank screen, accessed from Bank Import, to "Return to IEP". Other sections of the Bank Import screen have this button, except Edit Bank. Users are forced to click into another section, then click "Return to IEP".</P>	NCOCC 58561	
1951	SpS - New Bank - Create Transition Bank	<P>Create a bank for the Post Secondary Transition forms, IEP 4 Postsecondary Transition and IEP 5 Postsecondary Transition Services.</P>	WOCO 58573, LNOCA 58635	
1967	SpS - Event Properties - Import Event Dates from DASL	<P>Import the special ed event dates from SIS so that they display in Event Properties and ETR dates will be available to populate on the IEP cover page. This would first require integration of information from SIS packages.</P>	NCOCC 58632	
1968	SpS - Workflow - Email Notifications of Upcoming Tasks	<P>Add email notifications to system for upcoming task reminders. In practice, user would receive email notification of upcoming IEP due dates for students.</P>	NCOCC 58632	
2009	SpS - Open Tasks - Change links to Buttons	Change 'Student Properties' and 'New' links on the Open Tasks screen to buttons. Concern that users are missing these options as they appear in link form because the words are small and thin, believe a button would be more visible for the users.	NEONET 59083	
2013	SpS - IEP 5 - Adjust Fields to Two Text Lines	Expand the 'Anticipated Duration' and 'Person/Agency Responsible' fields on the IEP 5 Transition Services page to allow two lines of text. This will allow the users to key in full information without abbreviations.	NEONET 59119	

## Special Services (SpS) Enhancement List

Id	Name	Description	Related Cases	Planned Release
2023	SpS - New Bank - Create Prior Written Notice Bank	Create a bank for Prior Written Notice forms so that users can set common form information (for FAPE, Reveals, Disagreement, Preschool Transition, Initial Eval) and change just the little bits that are distinct by student.	.	
2045	SpS - New Bank - Create WEP Bank	Create a bank for use with the WEP forms allowing users to bank present levels and goals information for use on the forms.	HCCA	
2046	SpS - Task Queue - Default Settings by User	Ability for user to set default settings for the Task Queue including the ability to set a default class (e.g. Case Management class) to be selected instead of 'All' classes option.	NEONET 59487	
2060	SpS - EMIS - Create Gifted Data Collection	Create an EMIS Data Collection Form for Gifted task information. This would also include gifted task information in the EMIS extract from Special Services.	NEONET 59679	
2072	SpS - ALL Forms - Ability to make columns in fields	<P>Enable fields on all forms to allow tabs to make columns. This would require the forms to be built in a tool other than Adobe as that is a current restriction of Adobe forms.</P>	OMERESA 59361	
2075	SpS - Extract Error - Add IEP Test Type ** Check	Creation of additional extract error message if user has "" selected as IEP Test Type value and corresponding IEP event Outcome ID is not "IEDP", "IENS", or "IEPR". The only time that the "" value should be selected for the IEP Test Type element is if the IIEP, RIEP, or TIEP event has an Outcome ID of "IEDP", "IENS", or "IEPR".	TCCSA 59272	10.0.0
2076	SpS - ALL Forms - Add Electronic Signatures	Ability for users to insert electronic signatures onto forms instead of needing to manually sign the pages. This would required ODE approval to confirm implementing the enhancement meets best practice.	LNOCA 59816, SCOCA 59815	
2077	SpS - EMIS Report - Add Print View	<P>Addition to EMIS Report for Print View option so that users can print the report.&nbsp; The Print View would properly format the information for printing so data display properly on the pages.</P>	NEONET 59789	
2084	SpS - IEP 12 - Add line per Subject for District Test	<P>On the IEP 12 Testing Page, add text line per subject area for users to enter district testing as part of the IEP. This would require ODE approval.</P>	OMERESA 59986	
2088	SpS - Bank Setup - Change Default to "Select A Bank"	Change default bank options on Bank Setup screen to "Select A Bank" instead of defaulting to Accommodations. Users are often entering goals or objectives information into the Accommodations Bank because they are overlooking the default selection.	SESAC	
2090	SpS - Cover Pages - Add Building of Service	Display Building of Service in Student Properties and have information print on Cover Page of tasks. This will required ODE approval to add the field to the forms.	SESAC	
2105	SpS - ALL Forms - Add Calendar Picker for Date Fields	Add calendar picker feature to all date fields on the forms so users have the ability to enter the date or select the desired date from the calendar.	LACA 59338	
2107	SpS - ETR - Add Amendments Section	Add Amendments section to the ETR forms, like currently appears on the IEP cover page, so users can note changes to ETR that do not require new ETR. This will require ODE approval.	SWOCA 60394	
2130	SpS - Bank Import - Change Wording on "Edit Goals Section"	Change wording on Bank Import screen from "Edit Goals Section" to "Edit Measurable Annual Goal Section" to better align with wording on IEP forms.	SWOCA 60559	
2151	SpS - Completed Tasks - Display Full Student Name	Change the student name display on the Completed Tasks screen to include the student's middle name as well as last and first in&nbsp;student drop down listing.	Harris	
2152	SpS - Task Queue - Display Full Student Name	Change the student name display on the Task Queue screen to include the student's middle name as well as last and first in&nbsp;student drop down listing.	Harris	
2153	SpS - Reports - Display Full Student Name	Change the student name display on the Reports screens to include the student's middle name as well as last and first in&nbsp;report output.	Harris	
2172	SpS - New Report - IEP Transportation Report	Create a new report to show the information from Section 8 "Transportation As A Related Service" of all completed IEPs.	.	

## Special Services (SpS) Enhancement List

Id	Name	Description	Related Cases	Planned Release
2173	SpS - New Report - ESY Report	Create a new report to show students receiving Extended School Year (ESY) services, identified in IEP Section 10, and what services the students are receiving. Have the report show the goals for the student as well.	.	
2235	SpS - EMIS Report - Add Task Type to Report	<P>Ability to display the Task Type code on the EMIS Review Report, just like code displays in Completed Tasks, to more easily identify from which task the record is pulling data.</P>	NCOCC	
2244	SpS - Task Queue - Add Grade Level Options	<P>Add student grade level to the Task Queue screen, allowing users to filter by Grade Level or sort displayed sections by Grade Level.</P>	CEC 2010	
2279	SpS - Open Tasks - Link Uploaded Pages to Multiple Tasks	Ability to link an uploaded page to multiple tasks for a student without needing to upload the page to each task individually.	SESAC 7/10	
2286	SpS - EMIS Tools - Include RFRL & CNST Tasks	Include RFRL and CNST tasks in the EMIS Report and EMIS Extract.&nbsp;Currently only the ETR, IEP, and SP tasks are included in EMIS Tools.	.	
2311	SpS - New Form - Add Documentation of Attempts	Add Documentation of Attempts as an optional form to the system and include in the Parent Invitation Task. This would benefit users creating invitations separate from the IEP or ETR that need to document all their attempts to contact the parents.	NOECA 61740	
2391	SpS - Forms MSI - Update MSI Capability	Add additional capability to the Forms MSI to make it more user friendly. Users would like the ability to&nbsp;update MSI, instead of&nbsp;uninstalling and then installing.&nbsp;Support would like an audit record to record which version of the MSI was run at each customer and the date it was run, maintaining a history of the versions run at each customer site.	.	
2406	SpS - New Form - Add Written Acceleration Plan (WAP)	<P>Add the Written Acceleration Plan (WAP) to Special Services, so gifted programs can use those forms in addition to the WEP forms.</P>	LNOCA 62233	
2458	SpS - Open Tasks - Add EMIS Extract Verifications to Open Tasks	Add the ability to run EMIS Extract style verifications on the Open Tasks.&nbsp;This would allow users to correct issues prior to completing tasks and give this capability to the teachers who currently cannot see extract verifications.	OEDSA 09/2010	
2486	SpS - Transferring Archived Tasks	<P>Progressbook users are not&nbsp;permitted to District to District transfer archived tasks since the 9.6 release. Customers would like this functionality put back in the application. Even if the forms are limited to view only, this functionality should still be available so that prior history is not removed from the new district's view. These forms should not be removed, but should stay in archived forms on the new district for review.</P>	62414 62474	10.1.0
2518	SpS - EMIS Extract - Set Output Path to a Network Share	Ability to set the EMISOutputPath value in the web.local.config file to a network share; currently system only allows use of local drives.	HCCA 62689	
2522	SpS - Forms MSI - Log Install Information in DB	<P>Create a table in pb_master that would be used to record information of when and what version of the specialservices.formload.setup.msi is installed for that site. This should also keep a running history of the versions that were previously installed.&nbsp;</P>	internal	
2523	SpS - Message Boxes - Remove URL from Header	<P>When using&nbsp;Safari on the&nbsp;Mac the pop up messages throughout the product contain the url at the top of the message.&nbsp;It would be preferred to either not display the url or display a title on top of the message</P>	internal	
2529	SpS - Print Blank Forms - Add PR-05, OP-1, OP-2, OP-7 and OP-8 forms	In Print Blank Form, add the OP-1, OP-2, OP-7, and OP-8 forms to the Miscellaneous group. Also, add the PR-05 form to the ETR group.	LACA - 62849	
2550	SpS - SpEd Services - Add 211001 Alternate Placement	Add 211001 Alternative Placement program option to Special Services.	LNOCA - 62558	