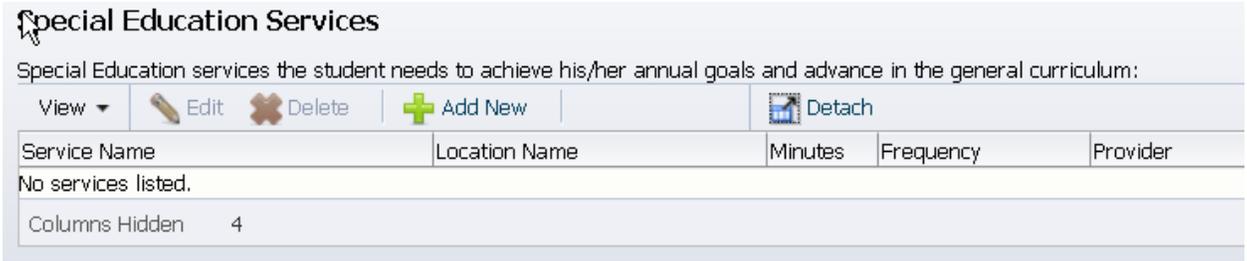


MyIDEA Changes

Forms

- New Buttons and Tools:

-  button on every page (so you don't create a new form if you open a page where a kid didn't have a form already)
- Services redesigned – saves better (fewer bugs) and you can reorder services.



Service Name	Location Name	Minutes	Frequency	Provider
No services listed.				
Columns Hidden 4				



- Print Options – Draft watermark and Spanish Translation

- Spanish Translations



- Print – choose language
- The standard form language is translated and painstakingly proofread.
- Goals, Assessments and information you enter DOES NOT TRANSLATE.
- If you plan ahead, there is sufficient space to enter a translation of goals/objectives. You have to have the translation done by someone, and then paste it into the form.

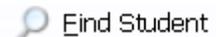
- Changes to Content

- Why?
 - Compliance Review
 - Clean-up and improving the program function
 - Centralizing where forms are found
 - Archive function for additional critical documents.
- What?
 - Login screen is 90% 'cuter'!
 - Special Factors - Communication statement changed to include all students
 - SCRAM Codes for Preschool
 - Notice of meeting sends an email when you finalize.

- Transition Plan Revision - coming in November, stay tuned.
- New Forms
 - Move-In (see p. 4 for directions)
 - ESY – ONLY 1 Required Form!!
 - Regression Formula Template has been revised on Fillable Forms!
- New Functions
 - Email Notice of Meeting – When you finalize it sends an email to ALL people who have an email address.
 - You still have to have a printed copy in the file and one to go home to parent/adult student
 - RDR Verifications – If you say evaluation is NOT needed, don't mark areas for evaluation!! If you Verify, myIDEA will tell you this.
 - Reports
 - Student Information
 - Goals
 - Health Care Plan
 - Discipline
 - How to keep a caseload Query?



- Use the FIND STUDENT Button at the top of the form list



- Clear a Query by using the find student at the top left of the screen.

FINALIZE!!

- Let's get this straight, you need to finalize every document, every single time you create a new one to make an archive.
- There needs to be one of each of these finalized at LEAST once per year: IEP, Notice of Meeting
- Finalize your progress reports EVERY TERM: 4 times per year for K-12 / 2 times per year for PS and PH
- Don't CLICK new until you need to create a new document or amend the document! View the finalized document until the IEP is due for revision or requires amendment.
 - When you click new, it puts the document in 'pending' status, removes the meeting date and adds it to your to do list.

To Do

- MyIDEA opens on the To Do list for a reason. To Do shows you what is coming due soon, overdue already or what is pending (a.k.a NOT FINALIZED). Only 45/63 files reviewed by USOE had IEPs done on time! Use the To Do list to help you keep track of dates.

UPIPS/Compliance Items

100% is the Goal set by OSEP (The FEDS!!)

- 105 of 185 items were 100% compliance
- After we made over 295 quick corrections.
- 38 items were above 90%. They have to be monitored and corrected to 100%, but this is still really good!
- There are 42 compliance items below 90% that are part of the corrective action plan.

What needs to be done better?

- Present level statements MUST contain BASELINE Data!! (Yes, we still have only 69% of our files where PLAAFP contains data.)
- Data has to be a NUMBER!!!!
- IEP and Eligibility Timelines
 - You have to do your IEP and Eligibility meetings on time!!
 - You must PLAN AHEAD. Parent cancelling/no show is NOT an excuse for having an overdue IEP or Eligibility.
- Special Factors: Communication / Assistive Technology
 - Both are already fixed on myIDEA!
- Evaluation Criterion
 - Already fixed on myIDEA, just need to complete the forms.
 - Need to be done on time.
- Re-Eval Data Review
 - Some policies will be changing, stay tuned
 - Get signatures or have the team member not attending form.
- For ELL Students/Parents who have a native language other than English
 - Provide forms in Native Language or have an INTERPRETER
 - Use Procedural Safeguards Translations on fillable forms or ASK SOMEONE for help to find them!
 - Use myIDEA Spanish Translation
 - PLAN AHEAD!!!!!!!!!!
 - Contact Sol Prodan for translation support - 801-402-5377 – hprodan@dsdmail.net
 - Include UALPA Results in the student's Evaluation Summary/Eligibility (Evaligibility) and have a copy in the file!
- Adult Student Notices and Consent – more to come!!

Policy and Information Exchange PIE

- New Topics!
 - IEP Team Member not Attending
 - Transportation as a Related Service
 - Confidentiality
 - CRT/UAA Guidelines
 - Coming Soon
 - FAQ's about Specific Learning Disabilities
- ShareFile App is available for Blackberry, Android and iPod/iPAD
- Login at www.davisspedpie.sharefile.com
 - Your login is your WHOLE EMAIL ADDRESS
 - Your initial password is your staff ID number (NOT WITH THE SCHOOL NUMBER OR DASHES)
 - Email Bradie to have it reset!

To enter new student information for students moving into Davis School District

1. Select All Students
2. Click student's name
3. Click on Move In button from menu

THESE STEPS ARE MANDATORY

4. Enter IEP meeting date from previous school
5. Enter eligibility date from previous school
6. Enter identified eligibility from previous school

Move In

Status PENDING

* IEP Meeting Date

* Eligibility Date

* Eligibility AUTISM

Updated Date 17-Aug-2011
Updated By BORMOND
Created Date 17-Aug-2011
Created By BORMOND

7. Enter previous school and district in appropriate box with any pertinent comments

* Previous School and District

Comments

Scram is also mandatory to finalize and is the source of funding for any SPED student.

8. Set Scram Environment
(Most are regular school setting K-12 students only)
9. Set Scram Regular Percent (Percent of school day with non disabled peers in general education setting)

SCRAM

[SCRAM Settings](#)

* SCRAM Environment Regular School Setting [k-12+ stud]

* SCRAM Regular Percent The student spends at least 80%

10. Special Education and or Related Services - Click on "add new" button and enter information regarding:

- a. Services
- b. Location
- c. Minutes
- d. Frequency
- e. Provider
- f. Click Submit Button *If screen won't close, control R or refresh will clear this screen.
(This only happens on Internet Explorer)*

Special Education Service

Service

Location

Minutes

Frequency

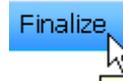
Provider

+ Add New

Submit

IF YOU ARE NOT GOING TO DO THE OPTIONAL STEPS DESCRIBED – **FINALIZE**. Finalize creates the SCRAM

record and makes the student show on your ALL SPED Students list.



THESE ITEMS ARE OPTIONAL

11. Select any applicable boxes regarding Transportation or Change in Service Time when Education Level Changes.
12. Modifications and Accommodations - Enter if any needed – what you enter shows on Encore for Gen Ed Teachers!!
13. Participation in State and District assessment - Enter appropriate code and any needed testing accommodations (also fills in info on Encore for reports)
14. FINALIZE (see above)

PLEASE FOLLOW MOVE IN PROCEDURES AVAILABLE IN POLICY AND INFORMATION EXCHANGE (PIE).

MOVE IN BUTTON IS AVAILABLE FOR ONLY 90 DAYS after the initial enrollment date, PLEASE ADDRESS IN A TIMELY MATTER.