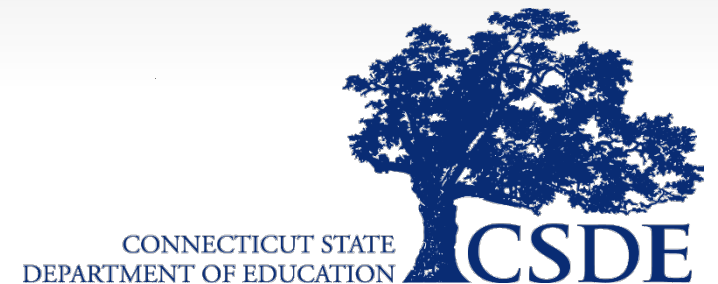


CT-SEDS Administrator Training

July – August 2022



Training Agenda

- Introduction to the Role of Administrators
- Managing Your District Site
 - Posting Announcements and Resources, District Calendar Management and Reporting Periods, Users and User Types, School Management
- Managing Students in CT-SEDS
 - Searching for Students, Assigning User Caseloads, Deleting Finalized Documents, Manual Event Creation, Tracking Homebound Placement
- Managing Data in CT-SEDS
 - Custom Data, Import History and Import Summary Data, Reporting
- Service Documentation
- Managing Support in CT-SEDS

Your Mission: Should You Choose to Accept It

- Become a Support Lead for your District
 - Along with your district's CT-SEDS Experts, be a resource to all users in your District on the CT-SEDS System
 - You can use our training videos and materials to help facilitate the district level trainings; these will be available on the CT-SEDS Home / Dashboard page
 - PCG will provide Frequently Asked Questions Documents and one-page quick tips docs; also available on the CT-SEDS Home / Dashboard page
 - Assume Tier 1 Support Responsibilities for your District Users
 - Reset Passwords
 - Provide answers to District Level process questions
 - Provide updated information to your users when issued by PCG or CSDE
 - Assist school level experts for your district (when applicable)



Your Mission (Continued)

- Manage School Calendar
 - Set up the approved district level calendar each year
 - Update school days when inclement weather or emergency school closures arise
- Manage Users for your District
 - Update user information for new or contracted district employees
 - Assign user codes for new users added to the system
 - Assign user permissions
 - Assign users to schools



Your Mission (Continued)

- Reporting
 - Run district reports to confirm and verify your data accuracy
 - Monitor compliance dashboards on CT-SEDS home / dashboards page
- Ensure Your Users are Using CT-SEDS
 - CT-SEDS does not allow most users to manually enter dates for Eligibility and IEP services.
 - Users must create final documents in the system to gain the full benefit of the reminders and reporting.
 - We do not expect users to go back and enter current document information. However, IEPs and Eligibilities come due, users will complete them in CT-SEDS.

Key Administrative To Do List

- Find and Review User Resources
- Understand the Difference between the Aggregate Site and District Sites
- Set Up Your District Calendar
 - Set Up School Calendars if Different from the District
- Assign User Caseloads and/or Provide Staff with Resources on how to Assign their own Caseloads
- Update User Information as Needed
 - Assign Users to Schools
 - Resetting Passwords
- Know How to Get Help

Managing Your CT-SEDS District Site

Posting Announcements and Resources, District Calendar Management and Reporting Periods, Users and User Types, School Management

Posting Announcements and Resources

CT-SEDS Home Page

The screenshot shows the CT-SEDS Home Page dashboard. A red circle highlights the Compliance, My Schools, and Students with Overdue Dates sections. A red rectangle highlights the Announcements section, which includes a menu icon (three dots) and several links related to COVID-19 resources.

Compliance [SHOW DETAILS](#)

Compliant	Non-Compliant
49%	51%
258 Students	266 Students
524 Total Students	

Students by % of Time in Special Ed Students at All Schools

% of Time	Count
>= 80%	3
40% - 79%	1
< 40%	15

My Schools

- Burr Elementary School
56% in Compliance (191 of 340 Students) (APSEP)
- Tracey Magnet School (APSEP)
- Winthrop Stem Elementary Magnet School
- Wise Intermediate Program
- Wish Museum School

My Calendar

Calendar view for June 2022. The 6th is highlighted.

Announcements [...](#)

For an overview of an EDPlan click [here!](#)

Resources for Keeping Informed and Addressing COVID-19

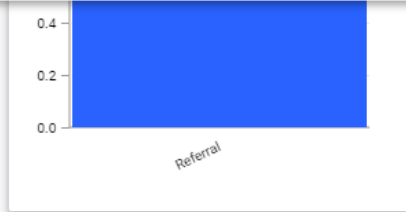
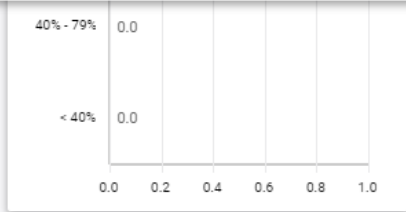
PCG is committed to providing ongoing resources and support for educators during the COVID-19 pandemic. Please click on the links below to access our latest postings and practical tips for special education teams.

- [The COVID-19 Summer Slide](#)
- [Conducting IEP Meetings During COVID-19](#)
- [Delivering Related Services Remotely During the COVID-19 Crisis](#)
- [Utilizing Paraprofessionals to Support Virtual Learning](#)
- [COVID-19 School Closures and](#)

Adding an Announcement

The screenshot shows the CT-SEDS web application interface. At the top, a dark blue navigation bar contains the CTSEDS logo on the left and menu items: STUDENTS, TOOLS, MY ACCOUNT, ADMIN, and REPORTING. On the right side of the navigation bar, there is a user profile indicator for '* D A One' along with icons for a mail and a help menu. Below the navigation bar, a breadcrumb trail reads 'CT Training District HOME / DASHBOARD'. The main content area is a light gray workspace. In the center, there is a preview window for a slide titled 'Slide 10'. The preview shows a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, text color, background color, link, unlink, list, and table. Below the toolbar is a text input field. Underneath the preview window, the text '0/15000' indicates the character count. Below this, the text 'Login Page Message:' is displayed above a large, empty white text input field. At the bottom of the input field, a red message reads: 'Please allow 60 seconds for changes to these messages to propagate through the system.' Below this message is a green button labeled 'UPDATE MESSAGE'.

PCG Training
HOME / DASHBOARD



Message Center | Alerts, Action Items and Help Desk

You Have No New Messages

My Reports

You Have No reports

Resources for Keeping Informed and Addressing COVID-19

PCG is committed to providing ongoing resources and support for educators during the COVID-19 pandemic. Please click on the links below to access our latest postings and practical tips for special education teams.

- [The COVID-19 Summer Slide](#)
- [Conducting IEP Meetings During COVID-19](#)
- [Delivering Related Services Remotely During the COVID-19 Crisis](#)
- [Utilizing Paraprofessionals to Support Virtual Learning](#)
- [COVID-19 School Closures and Special Education: Shifting Instructional Practices to a Digital Environment](#)

Documents

SAVE

CT-SEDS Manuals

Del	Pos	File Type Category	Date Uploaded	Uploaded By	File Name
<input type="checkbox"/>		CT-SEDS Manuals ▾	06/28/2022	Sarah Elwell	Restraint_and_Seclusion_User_Manual.pdf
<input type="checkbox"/>		CT-SEDS Manuals ▾	06/28/2022		Section_504_Plan_User_Manual.pdf
<input type="checkbox"/>		CT-SEDS Manuals ▾	06/28/2022		Services_Plan_User_Manual.pdf
<input type="checkbox"/>		CT-SEDS Manuals ▾	06/28/2022		IEP_and_Progress_Reporting_User_Manual.pdf

Upload File(s)

Disclaimer/License Agreement

Uploading System Documents

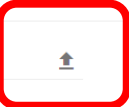
CTSEDS


STUDENTS ▾ TOOLS ▾ MY ACCOUNT ▾ ADMIN ▾ REPORTING

* D A One ✉ ↻


CT Training District
HOME / DASHBOARD

Upload Files

File to Upload 

 If Label is empty, filename will be displayed

Label (optional)

 To replace an existing Uploaded File

Existing File to Replace

File Category (optional)

Show in Parent Portal

UPLOAD FILE(S)

District Calendar Management and Reporting Periods

District Calendar

The screenshot shows the CT-SEDS District Calendar interface. The top navigation bar includes the CT-SEDS logo and menu items: STUDENTS, RECENT STUDENTS, TOOLS, MY ACCOUNT, ADMIN (highlighted with a red box), and REPORTING. A secondary navigation bar contains DISTRICT INFO, DISTRICT CALENDAR (highlighted with a red box), SCHOOLS, USERS, INACTIVE USERS, INACTIVE STUDENTS, IMPORT HISTORY, and IMPORT SUMMARY DATA. The user profile 'Lola Fophy' is visible in the top right. The breadcrumb trail shows 'ADMIN / DISTRICT CALENDAR'. The main content area displays a calendar for May 2022, with navigation controls for month, year, and 'today'. The calendar grid shows dates from *1 to *21, with weekends shaded grey and weekdays yellow.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
*1	*2	*3	*4	*5	*6	*7
*8	*9	*10	*11	*12	*13	*14
*15	*16	*17	*18	*19	*20	*21

District Calendar

CTSEDS

STUDENTS RECENT STUDENTS TOOLS MY ACCOUNT ADMIN REPORTING

* Lola Fophy

DISTRICT INFO DISTRICT CALENDAR SCHOOLS USERS INACTIVE USERS INACTIVE STUDENTS IMPORT HISTORY IMPORT SUMMARY DATA

PCG Training ADMIN / DISTRICT CALENDAR 5/30/2022

Level	Day Type	Label
School System	No School (Less than 5 Days)	Memorial Day

Enter Day Type and Label for multiple days at once, please enter format mm/dd/yyyy - mm/dd/yyyy. You can also enter days separated by a comma. If you use this feature, the day that calendar (5/30/2022) will only be included if occurs in one of the date ranges you enter. Also note that if you add any calendar entries below (Calendar Entries:), they will only be added to the date ranges in the date ranges you enter here.

New Calendar Entries:

NOTE: Calendar Entries are simply labels that are displayed for a particular day. They have nothing to do with the "day type" and have no effect on whether a day is considered a "working day", "extended school year day" or "administrative working day".

UPDATE THE DATABASE

District Calendar

The screenshot displays the 'District Calendar' interface for 'PCG Training'. The top navigation bar includes 'STUDENTS', 'RECENT STUDENTS', 'TOOLS', 'MY ACCOUNT', 'ADMIN', and 'REPORTING'. The user 'Lola Fophy' is logged in. The main content area shows a calendar grid with the following details:

- Calendar Legend:**
 - ☐ = Current Date
 - ☐ = * School Day
 - ☐ = * Weekend
 - ☐ = * Snow Day
 - ☐ = * Teacher Workday
 - ☐ = * No School (5+ Days)
 - ☐ = * No School (Less than 5 Days)
 - ☐ = * Summer
 - ☐ = * ESY
 - * = Services Provided
- Calendar Grid:**
 - Days 1-4: Light blue (School Day)
 - Days 5-6: Grey (Weekend)
 - Day 7: Yellow (No School - Less than 5 Days)
 - Day 8: Light blue (School Day)
 - Day 9: Light blue (School Day)
 - Day 10: Light blue (School Day)
 - Day 11: Light blue (School Day)
 - Day 12: Grey (Weekend)
- Buttons:**
 - 'EDIT SCHOOL YEARS' button (highlighted with a red box)

Edit School Years

Del	School Year	Begin Date	End Date	Cal Days	Sch Days	ESY Schedule	Report Periods
<input type="checkbox"/>	1997-1998	09/05/1997	05/01/1998	239	171	EDIT	EDIT
<input type="checkbox"/>	1998-1999	09/05/1998	05/01/1999	239	170	EDIT	EDIT
<input type="checkbox"/>	1999-2000	09/05/1999	05/01/2000	240	171	EDIT	EDIT
<input type="checkbox"/>	2000-2001	09/05/2000	05/01/2001	239	171	EDIT	EDIT
<input type="checkbox"/>	2001-2002	09/05/2001	05/01/2002	239	171	EDIT	EDIT
<input type="checkbox"/>	2002-2003	09/05/2002	05/01/2003	239	171	EDIT	EDIT
<input type="checkbox"/>	2003-2004	09/05/2003	05/01/2004	240	171	EDIT	EDIT
<input type="checkbox"/>	2004-2005	09/05/2004	05/01/2005	239	170	EDIT	EDIT
<input type="checkbox"/>	2005-2006	09/05/2005	05/01/2006	239	171	EDIT	EDIT
<input type="checkbox"/>	2006-2007	09/05/2006	05/01/2007	239	171	EDIT	EDIT
<input type="checkbox"/>	2007-2008	09/05/2007	05/01/2008	240	172	EDIT	EDIT
<input type="checkbox"/>	2008-2009	09/05/2008	05/01/2009	239	171	EDIT	EDIT
<input type="checkbox"/>	2009-2010	09/05/2009	05/01/2010	239	170	EDIT	EDIT
<input type="checkbox"/>	2010-2011	09/05/2010	05/01/2011	239	170	EDIT	EDIT
<input type="checkbox"/>	2011-2012	09/05/2011	05/01/2012	240	172	EDIT	EDIT

Edit School Years

CTSEDS
* Lola Fophy

STUDENTS RECENT STUDENTS TOOLS ▾ MY ACCOUNT ▾ ADMIN ▾ REPORTING

DISTRICT INFO DISTRICT CALENDAR SCHOOLS USERS INACTIVE USERS INACTIVE STUDENTS IMPORT HISTORY IMPORT SUMMARY DATA

🏠 PCG Training
ADMIN / DISTRICT CALENDAR

Del	School Year	Begin Date	End Date	Cal Days	Sch Days	ESY Schedule	Report Periods
<input type="checkbox"/>	2012-2013	09/05/2012	06/30/2013	299	213	EDIT	EDIT
<input type="checkbox"/>	2013-2014	09/05/2013	06/30/2014	299	213	EDIT	EDIT
<input type="checkbox"/>	2014-2015	09/05/2014	06/30/2015	299	213	EDIT	EDIT
<input type="checkbox"/>	2015-2016	09/05/2015	06/30/2016	300	214	EDIT	EDIT
<input type="checkbox"/>	2016-2017	09/05/2016	06/30/2017	299	215	EDIT	EDIT
<input type="checkbox"/>	2017-2018	09/05/2017	06/30/2018	299	214	EDIT	EDIT
<input type="checkbox"/>	2018-2019	09/05/2018	06/30/2019	299	213	EDIT	EDIT
<input type="checkbox"/>	2019-2020	09/03/2019	06/30/2020	302	216	EDIT	EDIT
<input type="checkbox"/>	2020-2021	09/01/2020	06/30/2021	303	217	EDIT	EDIT
	2021-2022	09/07/2021	06/30/2022	297	211	EDIT	EDIT
<input type="checkbox"/>	2022-2023	09/06/2022	06/30/2023	298	214	EDIT	EDIT

NOTE: You cannot delete a school year if a Report Card has been created for that school year or if that year is the currently selected School Year for the School System. Please do not create "holes" in the School Years. If you do, then next time you add a new school year, the holes will be filled in before higher school years are added.

UPDATE THE DATABASE

ADD PREVIOUS SCHOOL YEAR

ADD NEXT SCHOOL YEAR

Edit Reporting Periods

PCG Training
ADMIN / DISTRICT CALENDAR

Del	Reporting Period	Reporting Period Name	Begin Date	End Date	Due Date	ESY	Cal Days	Sch Days
<input type="checkbox"/>	1	Reporting Period 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
<input type="checkbox"/>	2	Reporting Period 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
<input type="checkbox"/>	3	Reporting Period 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
<input type="checkbox"/>	4	Reporting Period 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		

NOTE: If you delete a given reporting period, ALL higher numbered reporting periods will also be deleted.

UPDATE THE DATABASE

AUTO-FILL BEGIN AND END DATES

ADD ANOTHER REPORTING PERIOD

Users and User Types

Available User Types

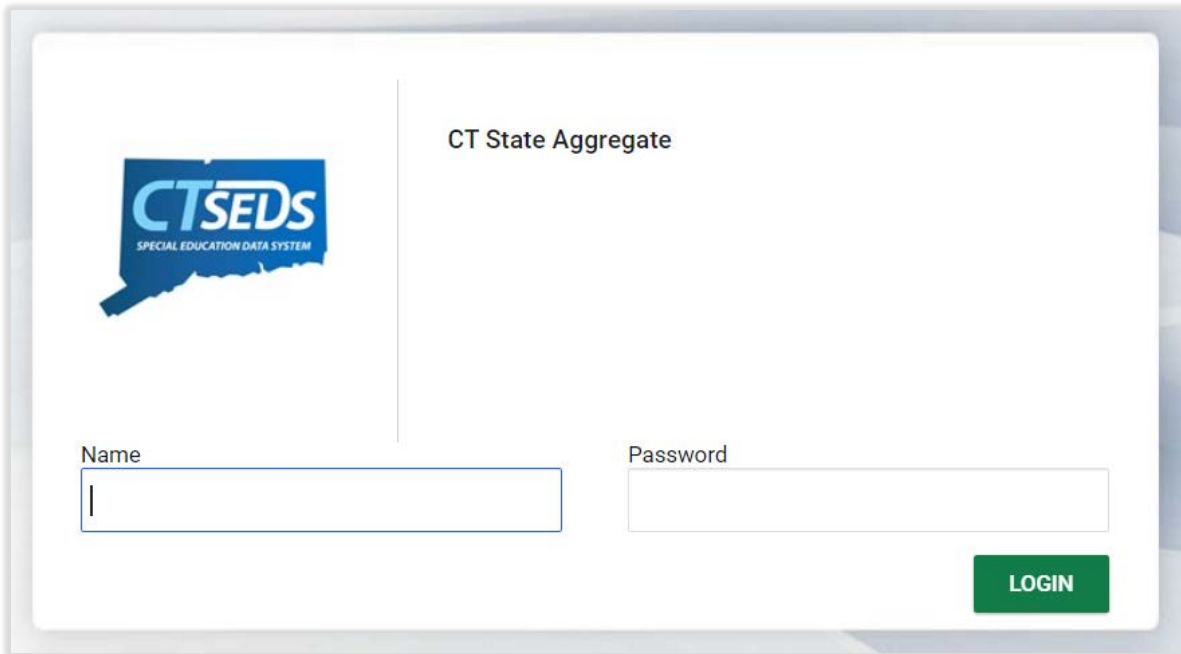
User Types
School Personnel
Provider
Aggregate Provider
Special Ed Teacher
Student Team Leader
Aggregate Student Team Leader
Administrator/Certifier
Administrator (no R/S)
Aggregate Administrator/Certifier
APSEP Aggregate Administrator/Certifier
District IT Administrator
OSEP Aggregate Data Manager
OSEP Aggregate District Administrator

District Site Login Page



URL: Varies by LEA/District

Username: Email Address



Aggregate Site Login Page

URL: <https://ctseds.ct.gov/~ctstate/>

Name: Email Address

User Type	Can Finalize IEP	Can Finalize 504	Can be IEP/504 Case Manager	Can be IEP/504 Team Member	Can Set Up Own Caseload	Can Access the Caseload Administration Wizard	Can Search for and Edit User Information	Can Delete Documents and Events	Can Contact the Help Desk
School Personnel	No	No	No	Yes	No	No	No	No	No
Provider	No	Yes	Yes	Yes	Yes	No	No	No	No
Aggregate Provider	No	Yes	Yes	Yes	Yes	No	No	No	No
Special Ed Teacher	No	No	Yes	Yes	Yes	No	No	No	No
Student Team Leader	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Aggregate Student Team Leader	Yes	Yes	Yes	Yes	Yes	No	No	No	No

User Type	Can Finalize IEP	Can Finalize 504	Can be IEP/504 Case Manager	Can be IEP/504 Team Member	Can Set Up Own Caseload	Can Access the Caseload Administration Wizard	Can Search for and Edit User Information	Can Delete Documents and Events	Can Contact the Help Desk
Administrator/ Certifier	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
Administrator (no R/S)	No	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
Aggregate Administrator /Certifier	No	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
APSEP Aggregate Administrator/Certifier	No	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
District IT Administrator	No	No	No	No	No	No	View Only	No	Yes
OSEP Aggregate Data Manager	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
OSEP Aggregate District Administrator	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Manage Users

School: All Schools * [v] *

CSDE System Administrator Administrator (no R/S)

State General User Aggregate Administrator/Certifier

Aggregate Provider Special Ed Teacher

Aggregate Student Team Leader Student Team Leader

OSEP Aggregate Data Manager Provider

OSEP Aggregate District Administrator School Personnel

District IT Administrator State Compliance Monitor

Administrator/Certifier

User Type(s): *
(check none to match all)

User Last Name: [] Exact Match

User First Name: [] Exact Match

Title: [] Exact Match

User ID: [] Exact Match

Sort List By: User's Last Name [v] *

VIEW USER(S)

VIEW PREVIOUS SEARCH RESULTS

ADD NEW USER

Manage Users

CT SEDS

STUDENTS ▾ TOOLS ▾ MY ACCOUNT ▾ ADMIN ▾ REPORTING

DISTRICT INFO DISTRICT CALENDAR SCHOOLS **USERS** INACTIVE USERS INACTIVE STUDENTS IMPORT HISTORY IMPORT SUMMARY DATA

CT Training District
ADMIN / USERS


Inactivate	CS	Cal	Name	User ID	School(s)	Students	Title	User Type	E-mail Address	Last Login
<input type="checkbox"/>			CM Eight	CM8	FHS	1, 1		CSDE Student Team Leader	CaseManagerEight@testemail.com	11/05/2021 14:48:00
<input type="checkbox"/>			CM Fifteen	CM15	BEM	0, 25	Case Manager	CSDE Student Team Leader	CM15test@gmail.com	05/17/2022 08:40:00
<input type="checkbox"/>			CM Five	CM5	BEM	24, 2		CSDE Student Team Leader	CaseManagerFive@TestEmail.com	06/10/2022 13:47:00
<input type="checkbox"/>			CM Four	CM4	FHS	12, 1		CSDE Student Team Leader	CaseManagerFour@TestEmail.com	11/16/2021 09:55:00
<input type="checkbox"/>			Studentteam1 Leader1	User10	BEM	0, 0	Student Team Leader	CSDE Student Team Leader	test10@gmail.com	
<input type="checkbox"/>			Studentteam2 Leader2	User11	BEM	0, 0	Student Team Leader	CSDE Student Team Leader	test11@gmail.com	
<input type="checkbox"/>			Studentteam3 Leader3	User12	BEM	0, 0	Student Team Leader	CSDE Student Team Leader	test12@gmail.com	
<input type="checkbox"/>			CM Nine	CMNine	BEM	6, 7		CSDE Student Team Leader	CaseManagerNine@testemail.com	01/10/2022 11:21:00
<input type="checkbox"/>			CM One	CM1	BEM	14, 10		CSDE Student Team Leader	CaseManagerOne@TestEmail.com	06/08/2022 14:35:00
<input type="checkbox"/>			CM Seven	CM7	BEM	9, 5		CSDE Student Team Leader	CaseManagerSeven@testemail.com	05/10/2022 11:57:00
<input type="checkbox"/>			CM Seventeen	CM17	BEM	3, 23	Case Manager	CSDE Student Team Leader	CM17Test@gmail.com	06/02/2022 19:52:00
<input type="checkbox"/>			CM Six	CM6	BEM, FHS	19, 6		CSDE Student Team Leader	CaseManagerSix@TestEmail.com	05/26/2022 14:14:00
<input type="checkbox"/>			CM Sixteen	CM16	BEM	3, 22	Case Manager	CSDE Student Team Leader	CM16Test@gmail.com	06/02/2022 17:57:00
<input type="checkbox"/>			CM Three	CM3	BEM	21, 1		CSDE Student Team Leader	CaseManagerThree@TestEmail.com	06/10/2022 15:52:00
<input type="checkbox"/>			CM Two	CM2	BEM, FHS	12, 0		CSDE Student Team Leader	CaseManagerTwo@TestEmail.com	01/13/2022 04:48:00

(15 Users)

INACTIVATE SELECTED USERS

ADD NEW USER

User Profile Page

Name:	First	Middle	Last	Suffix
	<input type="text" value="CM"/>	<input type="text"/>	<input type="text" value="Eight"/>	<input type="text"/> *
User Name:	<input type="text" value="CM8"/>			
User Code:	<input type="text" value="CM8"/> *			
Date of Birth:	<input type="text"/> 		Gender:	<input type="text"/>
Password:	<input type="password"/>			
	(See How to choose a good password)			
Password (again):	<input type="password"/>			
User has Zendesk Agent account:	<input type="checkbox"/>			
Title:	<input type="text"/>			
Address:	<input type="text"/>			
City, State, ZipCode:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Home Phone:	<input type="text"/>			
Work Phone:	<input type="text"/>			
E-Mail Address:	<input type="text" value="CaseManagerEight@testemail.com"/> *			

User Profile Page

User Type: ▼

Will Receive Transfer Notifications

Schools:

<input type="checkbox"/> Burr Elementary School	<input type="checkbox"/> Wise Intermediate Program	<input type="checkbox"/> Woodland Regional High School
<input checked="" type="checkbox"/> Farmington High School (APSEP)	<input type="checkbox"/> Wish Museum School	<input type="checkbox"/> Woodrow Wilson Bdlc
<input type="checkbox"/> Tracey Magnet School (APSEP)	<input type="checkbox"/> Wolcott Learning Center	<input type="checkbox"/> Woodside Intermediate School
<input type="checkbox"/> Winthrop Stem Elementary Magnet School	<input type="checkbox"/> Wolfpit School	

[How to](#)

Adding Users

CT SEDS

STUDENTS ▾ TOOLS ▾ MY ACCOUNT ▾ ADMIN ▾ REPORTING

DISTRICT INFO DISTRICT CALENDAR SCHOOLS **USERS** INACTIVE USERS INACTIVE STUDENTS IMPORT HISTORY IMPORT SUMMARY DATA

CT Training District
ADMIN / USERS

Inactivate	CS	Cal	Name	User ID	School(s)	Students	Title	User Type	E-mail Address	Last Login
<input type="checkbox"/>	●	📅	CM Eight	CM8	FHS	1, 1		CSDE Student Team Leader	CaseManagerEight@testemail.com	11/05/2021 14:48:00
<input type="checkbox"/>	○	📅	CM Fifteen	CM15	BEM	0, 25	Case Manager	CSDE Student Team Leader	CM15test@gmail.com	05/17/2022 08:40:00
<input type="checkbox"/>	●	📅	CM Five	CM5	BEM	24, 2		CSDE Student Team Leader	CaseManagerFive@TestEmail.com	06/10/2022 13:47:00
<input type="checkbox"/>	●	📅	CM Four	CM4	FHS	12, 1		CSDE Student Team Leader	CaseManagerFour@TestEmail.com	11/16/2021 09:55:00
<input type="checkbox"/>		📅	Studentteam1 Leader1	User10	BEM	0, 0	Student Team Leader	CSDE Student Team Leader	test10@gmail.com	
<input type="checkbox"/>		📅	Studentteam2 Leader2	User11	BEM	0, 0	Student Team Leader	CSDE Student Team Leader	test11@gmail.com	
<input type="checkbox"/>		📅	Studentteam3 Leader3	User12	BEM	0, 0	Student Team Leader	CSDE Student Team Leader	test12@gmail.com	
<input type="checkbox"/>	●	📅	CM Nine	CMNine	BEM	6, 7		CSDE Student Team Leader	CaseManagerNine@testemail.com	01/10/2022 11:21:00
<input type="checkbox"/>	●	📅	CM One	CM1	BEM	14, 10		CSDE Student Team Leader	CaseManagerOne@TestEmail.com	06/08/2022 14:35:00
<input type="checkbox"/>	●	📅	CM Seven	CM7	BEM	9, 5		CSDE Student Team Leader	CaseManagerSeven@testemail.com	05/10/2022 11:57:00
<input type="checkbox"/>	●	📅	CM Seventeen	CM17	BEM	3, 23	Case Manager	CSDE Student Team Leader	CM17Test@gmail.com	06/02/2022 19:52:00
<input type="checkbox"/>	●	📅	CM Six	CM6	BEM, FHS	19, 6		CSDE Student Team Leader	CaseManagerSix@TestEmail.com	05/26/2022 14:14:00
<input type="checkbox"/>	●	📅	CM Sixteen	CM16	BEM	3, 22	Case Manager	CSDE Student Team Leader	CM16Test@gmail.com	06/02/2022 17:57:00
<input type="checkbox"/>	●	📅	CM Three	CM3	BEM	21, 1		CSDE Student Team Leader	CaseManagerThree@TestEmail.com	06/10/2022 15:52:00
<input type="checkbox"/>	●	📅	CM Two	CM2	BEM, FHS	12, 0		CSDE Student Team Leader	CaseManagerTwo@TestEmail.com	01/13/2022 04:48:00

(15 Users)

INACTIVATE SELECTED USERS

ADD NEW USER

Adding Users

The screenshot shows the CT-SEDS Admin interface. The top navigation bar includes 'STUDENTS', 'TOOLS', 'MY ACCOUNT', 'ADMIN', and 'REPORTING'. The 'ADMIN' menu is expanded to show 'DISTRICT INFO', 'DISTRICT CALENDAR', 'SCHOOLS', 'USERS', 'INACTIVE USERS', 'INACTIVE STUDENTS', 'IMPORT HISTORY', and 'IMPORT SUMMARY DATA'. The 'USERS' option is selected. Below the navigation bar, the breadcrumb trail reads 'CT Training District ADMIN / USERS'. The main content area contains a form for adding a user. The form fields are: Name (First, Middle, Last, Suffix), User Code, Password, Password (again), Title, Address, City, State, Zip Code, Home Phone, Work Phone, and E-Mail Address. There are asterisks next to the Name, User Code, and E-Mail Address fields. Below the form are two expandable sections: 'Disability Certifications' and 'Service Certifications'. At the bottom of the form are three green buttons: 'ADD USER TO DATABASE', 'ADD USER TO DATABASE, THEN EDIT USER DETAILS', and 'ADD USER TO DATABASE, THEN ADD ANOTHER'.

User Codes: User's First Initial, the First three digits of District Code, and Last Name

APSEP User Codes: User's First Initial, AP1, and Last Name

Inactive Users

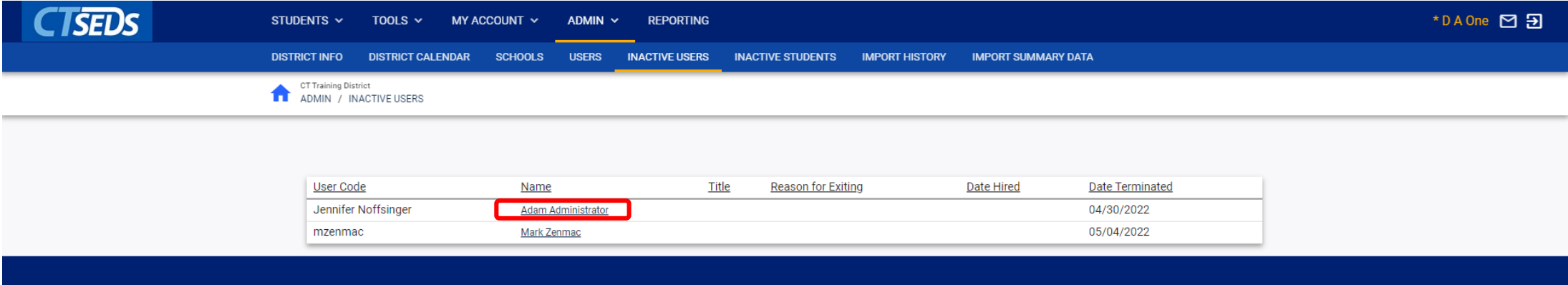
User Last Name: Exact Match

User Code: Exact Match

Sort List By: ▾ *

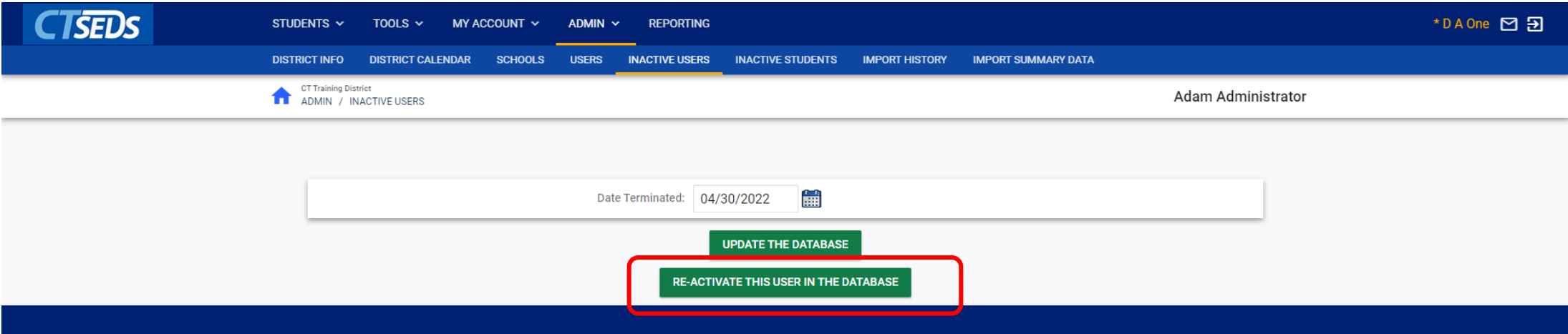
VIEW INACTIVE USERS *

Reactivating User Screens



The screenshot shows the CTSEDS Admin interface. The top navigation bar includes 'STUDENTS', 'TOOLS', 'MY ACCOUNT', 'ADMIN', and 'REPORTING'. The 'ADMIN' menu is expanded to show 'DISTRICT INFO', 'DISTRICT CALENDAR', 'SCHOOLS', 'USERS', 'INACTIVE USERS', 'INACTIVE STUDENTS', 'IMPORT HISTORY', and 'IMPORT SUMMARY DATA'. The 'INACTIVE USERS' page displays a table with the following data:

User Code	Name	Title	Reason for Exiting	Date Hired	Date Terminated
Jennifer Noffsinger	Adam Administrator				04/30/2022
mzenmac	Mark Zenmac				05/04/2022



The screenshot shows the user details for 'Adam Administrator' in the 'INACTIVE USERS' section. The 'Date Terminated' field is set to '04/30/2022'. Below this field are two buttons: 'UPDATE THE DATABASE' and 'RE-ACTIVATE THIS USER IN THE DATABASE'. The 'RE-ACTIVATE THIS USER IN THE DATABASE' button is highlighted with a red box.

School Management

Schools

CTSEDS

STUDENTS RECENT STUDENTS TOOLS MY ACCOUNT ADMIN REPORTING

* Lola Fophy

DISTRICT INFO DISTRICT CALENDAR SCHOOLS USERS INACTIVE USERS INACTIVE STUDENTS IMPORT HISTORY IMPORT SUMMARY DATA

PCG Training
ADMIN / SCHOOLS

Current School Name	Abbrev	Code	NCES School Code	Address	City,State Zip	Phone	Fax	Email
Connecticut Public School	CTPSCH1	121212						

(1 Schools)

Schools

CTSEDS STUDENTS RECENT STUDENTS TOOLS MY ACCOUNT ADMIN REPORTING * Sandra Feenty

DISTRICT INFO DISTRICT CALENDAR **SCHOOLS** USERS INACTIVE USERS IMPORT HISTORY IMPORT SUMMARY DATA

PCG Training ADMIN / SCHOOLS Connecticut Public School

Current School Name: Connecticut Public School *

Abbreviation: CTPSCH1 *

External Current School

External School System: (if an External Current School)

Current School Code: 121212

NCES School Code:

Type of Current School: Public *

School Location Designation: SPED Program *

Length of School Day: 6.00 hours *

EDIT BY GRADE

School Days Per Year:

Address:

City, State, ZipCode:

Phone Number:

Schools

CTSEDS STUDENTS RECENT STUDENTS TOOLS MY ACCOUNT ADMIN REPORTING * Sandra Feenty

DISTRICT INFO DISTRICT CALENDAR **SCHOOLS** USERS INACTIVE USERS IMPORT HISTORY IMPORT SUMMARY DATA

PCG Training ADMIN / SCHOOLS Connecticut Public School

Current School Code:	121212
NCES School Code:	
Type of Current School:	Public
School Location Designation:	SPED Program
Length of School Day:	6.00
	hours
	EDIT BY GRADE
School Days Per Year:	
Address:	
City, State, ZipCode:	
Phone Number:	
Fax Number:	
E-Mail Address:	

UPDATE THE DATABASE

Managing Students In CT-SEDS

Searching for Students, Assigning User Caseloads, Deleting Finalized Documents, Manual Event Creation, Tracking Homebound Placement

Searching for Students

CT-SEDS Home Page

CT-SEDS | STUDENTS | TOOLS | MY ACCOUNT | ADMIN | REPORTING | * D A One

STUDENTS | RECENT STUDENTS

CT Training District | HOME / DASHBOARD

Compliance

SHOW DETAILS

Compliant	Non-Compliant
49%	51%
259 Students	266 Students
525 Total Students	

My Schools

- Burr Elementary School
- Farmington High School (APSEP)
- Tracey Magnet School (APSEP)
- Winthrop Stem Elementary Magnet School
- Wise Intermediate Program
- Wish Museum School

Students with Overdue Dates Students at All Schools

SO4	10
SO4 Elig	3
IEP	258
Eligible	9
Consent	2

My Calendar

< MAY JUN 2022 JUL >

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Students by % of Time in Special Ed Students at All Schools

>= 80%	3
40% - 79%	1
< 40%	15

Students by Status

Referral	233
Consent	218
Eligible	22
IEP	33
ISP	8
SO4 Elig	5
SO4	12

Students by Disability

VI	4
SLI	4
SLD	4
SLD	1
SLD	5
OHI-ADD	4
OHI	1
LDD	7
LD	12
ID	7
HI	6
ED	3
DD	4
DB	4
ASD	12

Announcements

For an overview of an EDPlan click [here!](#)

Resources for Keeping Informed and Addressing COVID-19

PCG is committed to providing ongoing resources and support for educators during the COVID-19 pandemic. Please click on the links below to access our latest postings and practical tips for special education teams.

- [The COVID-19 Summer Slide](#)
- [Conducting IEP Meetings During COVID-19](#)
- [Delivering Related Services Remotely During the COVID-19 Crisis](#)
- [Utilizing Paraprofessionals to Support Virtual Learning](#)

Message Center | Alerts, Action Items and Help Desk

You Have No New Messages

My Reports

You Have No reports

Student Search

CTSEDS

[STUDENTS](#) ▾ [TOOLS](#) ▾ [MY ACCOUNT](#) ▾ [ADMIN](#) ▾ [REPORTING](#)
* D A One

STUDENTS [RECENT STUDENTS](#)

[CT Training District](#)
STUDENTS / STUDENTS

Student Criteria

[ADD STUDENT](#) [ADVANCED SEARCH](#)

SASID Exact Match

School ▾

Student Last Name Exact Match

Student First Name Exact Match

Date of Birth

Student Code Exact Match

Grade Level ▾

Gender

Male Female

Non-Binary

Status

General Ed Referral

Eligibility IEP

ISP Section 504 Plan

Compliance Status

	Compliant	Warning	Overdue	Proposed	Rejected	Expired
Referral	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> Ⓜ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent Consent	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> Ⓜ	<input type="checkbox"/> ✉	<input type="checkbox"/>	<input type="checkbox"/>
Eligibility Determination	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> Ⓜ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IEP	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> Ⓜ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ISP	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> Ⓜ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 504 Parent Consent	<input type="checkbox"/> 5	<input type="checkbox"/> ⚠ ^P	<input type="checkbox"/> Ⓜ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 504 Eligibility	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> Ⓜ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

https://staging1.pqeducation.com/easyiep.plx?op=staticapp&CustomerName=docsctstate2&SessionID=655A6C0F...

Student Search Results

Select a Student
[PRINT RESULTS](#)
[EXPORT RESULTS](#)
[SEARCH AGAIN](#)

CS	Student Code	SASID	Name	Date of Birth	Age	Gender	School	Grade	Eligibility Date	Disability	IEP Begin	IEP End	Proj Elig	Proj IEP	Case Manager	504 Disability	504 Begin	504 End	Section 504 Case Manager
✓	1	9713251291	Randy Adams	09/30/2015	6 Years	Male	BEM	KF	09/09/2021	SLI	12/28/2021	11/16/2022	09/09/2024	11/16/2022	CM Three				
●	30	8072822733	Ross Ballard	10/20/2007	14 Years	Female	BEM	4	05/15/2015	VI	05/19/2015	05/18/2016	05/15/2018	05/18/2016					
✓	154	7535546756	Noelia Clegg	09/30/2015	6 Years	Male	BEM	KF	04/06/2022	OHI	04/08/2022	04/07/2023	04/06/2025	04/06/2023	CM Seven				CM Seven
▲	205	2569590301	Lola FOR CT Day	09/30/2010	11 Years	Female	BEM	6	10/19/2021	VI	09/27/2021	09/26/2022	10/19/2024	06/30/2022	CM Seven				
✓	235	3736568137	Tina FOR CT Edwards	09/30/2005	16 Years	Female	BEM	11	09/01/2021	TBI	11/11/2021	11/10/2022	09/01/2024	11/09/2022	DA Three				
●	1634200000	1634200000	Elmer Fudd	05/06/2010	12 Years	Male	BEM		05/01/2019	SLD	05/01/2021	04/30/2022	05/01/2019	04/30/2022	CM Seventeen				
✓	12345432	5431246453	Brandon Gladly	05/04/2009	13 Years	Male	BEM	7	10/11/2021	LDD	12/08/2021	12/07/2022	10/11/2024	10/19/2022	CM Five				
●	1636700000	1636700000	Max Gomez	07/09/2011	10 Years	Male	BEM		12/10/2019	SLD	11/23/2020	11/22/2021	12/10/2019	11/22/2021					

Advanced Student Search

CTSEDS

STUDENTS ▾ TOOLS ▾ MY ACCOUNT ▾ ADMIN ▾ REPORTING

* D A One [Envelope Icon] [Share Icon]

STUDENTS RECENT STUDENTS

CT Training District
STUDENTS / STUDENTS

Student Criteria ADD STUDENT **BASIC SEARCH**

Historical Records

i Use the checkbox below to search for Students using the information from the Current IEP rather than the Workspace
NOTE: School and Grade information will be based upon current Student information when searching.

Search for Historical Records

Student Information

Student Last Name Exact Match Student First Name Exact Match

Student ID Exact Match State ID Exact Match

Home School _____ Next School _____ ▾

Only Students with no Case Manager currently assigned. Only include Students where I am Case Manager

Only include Students where I am a Team Member Only include Students with at least one service marked as ESY

Gender

Male Female Non-Binary

Race

Hispanic Asian American Indian or Alaska Native

Black or African American Native Hawaiian or Pacific Islander White



Two or More Races

Compliance Status


Compliant Warning Overdue Proposed Rejected Expired

Q

Advanced Search

CTSEDS STUDENTS ▾ TOOLS ▾ MY ACCOUNT ▾ ADMIN ▾ REPORTING * D A One  

STUDENTS RECENT STUDENTS

 CT Training District
STUDENTS / STUDENTS

▼ School

<input type="checkbox"/> Burr Elementary School	<input type="checkbox"/> Farmington High School (APSEP)	<input type="checkbox"/> Private School
<input type="checkbox"/> Tracey Magnet School (APSEP)	<input type="checkbox"/> Winthrop Stem Elementary Magnet School	<input type="checkbox"/> Wise Intermediate Program
<input type="checkbox"/> Wish Museum School	<input type="checkbox"/> Wolcott Learning Center	<input type="checkbox"/> Wolfpit School
<input type="checkbox"/> Woodland Regional High School	<input type="checkbox"/> Woodrow Wilson Bldc	<input type="checkbox"/> Woodside Intermediate School

▼ Grade Level


<input type="checkbox"/> Pre-Kindergarten	<input type="checkbox"/> P3	<input type="checkbox"/> Kindergarten Half Day
<input type="checkbox"/> Kindergarten Full Day	<input type="checkbox"/> Kindergarten Extended Programs	<input type="checkbox"/> 1st Grade
<input type="checkbox"/> 2nd Grade	<input type="checkbox"/> 3rd Grade	<input type="checkbox"/> 4th Grade
<input type="checkbox"/> 5th Grade	<input type="checkbox"/> 6th Grade	<input type="checkbox"/> 7th Grade
<input type="checkbox"/> 8th Grade	<input type="checkbox"/> 9th Grade	<input type="checkbox"/> 10th Grade
<input type="checkbox"/> 11th Grade	<input type="checkbox"/> 12th Grade	

▼ Disabilities

<input type="checkbox"/> Autism	<input type="checkbox"/> Deaf-Blindness	<input type="checkbox"/> Developmental Delay
<input type="checkbox"/> Emotional Disability	<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Intellectual Disability
<input type="checkbox"/> Learning Disability	<input type="checkbox"/> Learning Disability/Dyslexia	<input type="checkbox"/> Multiple Disabilities
<input type="checkbox"/> Orthopedic Impairment	<input type="checkbox"/> Other Health Impaired	<input type="checkbox"/> Other Health Impairment-ADD/ADHD
<input type="checkbox"/> SLD/Dyslexia	<input type="checkbox"/> Specific Learning Disability	<input type="checkbox"/> Speech or Language Impairment
<input type="checkbox"/> Traumatic Brain Injury	<input type="checkbox"/> Visual Impairment	

▼ Related Services

<input type="checkbox"/> Audiology (Hearing Services)	<input type="checkbox"/> Behavior (Modification) - Applied Behavior Analysis	<input type="checkbox"/> Counseling Group
<input type="checkbox"/> Counseling Individual	<input type="checkbox"/> Daily Living Skills (Personal Care Assistance)	<input type="checkbox"/> Family Psychotherapy
<input type="checkbox"/> Fine Motor Skills Group	<input type="checkbox"/> Fine Motor Skills Individual	<input type="checkbox"/> Gross Motor Skills Group
<input type="checkbox"/> Gross Motor Skills Individual	<input type="checkbox"/> Language/Communication Group	<input type="checkbox"/> Language/Communication Individual
<input type="checkbox"/> Medical	<input type="checkbox"/> Nursing Group	<input type="checkbox"/> Nursing Individual
<input type="checkbox"/> Orientation & Mobility	<input type="checkbox"/> Orientation and Mobility (Vision Services)	<input type="checkbox"/> Respiratory Therapy



Assigning User Caseloads

Caseload Wizards

The screenshot displays the CTSEDS web application interface. At the top, a dark blue navigation bar contains the CTSEDS logo on the left and several menu items: STUDENTS, TOOLS, MY ACCOUNT, ADMIN, and REPORTING. The TOOLS menu is expanded, showing sub-items: WIZARDS, PROGRESS TRACK, STUDENT TRANSFER, MERGE STUDENTS, ASSIGN TEACHERS, and ASSIGN SCHOOLS. The WIZARDS sub-item is highlighted with a red box. Below the navigation bar, a breadcrumb trail shows 'TOOLS / WIZARDS'. The main content area features a 'Select a Wizard' dropdown menu. This menu is open, displaying a list of options: Progress Report, Caseload Setup Wizard, Caseload Administration Wizard, and Ad Hoc Report Wizard. The 'Caseload Setup Wizard' and 'Caseload Administration Wizard' options are highlighted with a red box. In the top right corner of the main content area, there is a 'View Calendar' link with a calendar icon and a share icon.

Caseload Admin Wizard – Search for User

The screenshot shows the CTSEDS Caseload Admin Wizard search interface. At the top, there is a navigation bar with the CTSEDS logo and menu items: STUDENTS, RECENT STUDENTS, TOOLS, MY ACCOUNT, ADMIN, and REPORTING. A user profile for Timothy Thompson is visible in the top right. Below the navigation bar, there is a secondary menu with options: DISTRICT INFO, DISTRICT CALENDAR, SCHOOLS, USERS (highlighted), INACTIVE USERS, INACTIVE STUDENTS, IMPORT HISTORY, and IMPORT SUMMARY DATA. A breadcrumb trail shows 'PCG Training ADMIN / USERS'. The main content area features a search form with the following elements: a 'School' dropdown menu set to 'All Schools'; two green buttons labeled 'CHECK ALL' and 'CHECK NONE'; a 'User Type(s): * (check none to match all)' section with a grid of checkboxes for roles such as 'CSDE System Administrator', 'Administrator (no R/S)', 'State General User', 'Aggregate Administrator/Certifier', 'Aggregate Provider', 'Special Ed Teacher', 'Aggregate Student Team Leader', 'Student Team Leader', 'OSEP Aggregate Data Manager', 'Provider', 'OSEP Aggregate District Administrator', 'School Personnel', 'District IT Administrator', 'State Compliance Monitor', and 'Administrator/Certifier'; input fields for 'User Last Name', 'User First Name', 'Title', and 'User ID', each with an 'Exact Match' checkbox; and a 'Sort List By' dropdown menu set to 'User's Last Name'. At the bottom of the form are two green buttons: 'VIEW USER(S)' and 'VIEW PREVIOUS SEARCH RESULTS'.

Caseload Admin Wizard – Viewing Caseload

The screenshot displays the CT-SEDS Caseload Admin Wizard interface. At the top, there is a navigation bar with the CTSEDS logo and menu items: STUDENTS, TOOLS, MY ACCOUNT, ADMIN, and REPORTING. Below this is a secondary navigation bar with WIZARDS, PROGRESS TRACK, STUDENT TRANSFER, MERGE STUDENTS, ASSIGN TEACHERS, and ASSIGN SCHOOLS. The user is logged in as 'D A One'. The current page is titled 'CM Seven' and 'CT Training District TOOLS / WIZARDS'.

The main content area shows a table of students with columns for Student, Current School, Grade, Date Of Birth, and Current Case Manager. The table is filtered to show 8 students. A red box highlights the 'ADD MORE STUDENTS TO CASELOAD' button at the top and the table itself. Below the table are several action buttons: 'UPDATE THE DATABASE', 'REMOVE ALL STUDENTS FROM CASELOAD', 'TRANSFER / COPY CASELOAD TO ANOTHER USER', and 'SELECT A USER'.

Case Manager	Team Member	Student	Current School	Grade	Date Of Birth	Current Case Manager
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jay Alloy	BEM	9	04/05/2008	CM Seven
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Noelia Clegg	BEM	KF	09/30/2015	CM Seven
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lola FOR CT Day	BEM	6	09/30/2010	CM Seven
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nike FOR CT James	BEM	11	09/30/2005	CM Seven
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Timmy Monteiro	BEM	2	12/23/2014	CM Seven
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Willow Quick	BEM	4	09/20/2007	DA One
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sean Reed	BEM	KF	09/30/2015	CM Nine
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Phil Weaver	BEM	KF	09/30/2015	CM Seven

Caseload Admin Wizard – Adding Students to Caseload

CTSEDS

STUDENTS ▾ TOOLS ▾ MY ACCOUNT ▾ ADMIN ▾ REPORTING

* D A One [Email] [Share]

WIZARDS PROGRESS TRACK STUDENT TRANSFER MERGE STUDENTS ASSIGN TEACHERS ASSIGN SCHOOLS

CT Training District
TOOLS / WIZARDS

CM Seven

i To add a Student to your caseload, select EITHER the Case Manager OR Team Member check box. You should never select both.

Case Manager		Team Member		Student	Current School	Grade	DOB	Case Manager	Section 504 Case Manager
CHECK ALL	CHECK NONE	CHECK ALL	CHECK NONE						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Randy Adams	BEM	KF	09/30/2011	CM Three	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noelia Clegg	BEM	KF	09/30/2011	CM Seven	CM Seven
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tina FOR CT Edwards	BEM	11	09/30/2000	DA Three	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brandon Gladly	BEM	7	05/04/2000	CM Five	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roy FOR CT Gonzales	BEM	3	08/30/2011	Provider Three	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tyrone FOR CT Hill	BEM	KF	09/30/2011	DA Two	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Marlyn House	BEM	KF	09/30/2011	CM Six	CM Two
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Louis Hunt	BEM	KF	09/30/2011	CM Three	CM Five
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Melissa Jackson	BEM	5	09/30/2011	CM Five	CM One
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Matthew James	BEM	1	08/17/2011	CM Five	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vita Juarez	BEM	3	09/30/2011	CM Six	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Joe Mahan	BEM	2	07/06/2011		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sue May	BEM	KF	09/30/2011	CM Three	CM Seven
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tommy Medina	BEM	KF	09/30/2000	DA Two	CM Three
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Salvatore Quinn	BEM	4	09/30/2011	CM Three	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sol Simona	BEM	2	07/06/2011		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Joe Stevens	BEM	11	07/01/2011		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	John Stevens	BEM	11	07/09/2011		

Caseload Admin Wizard – Transfer Caseload

ADD MORE STUDENTS TO CASELOAD

Case Manager		Team Member		Student	Current School	Grade	Date Of Birth	Current Case Manager
CHECK ALL	CHECK NONE	CHECK ALL	CHECK NONE					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jay Alloy	BEM	9	04/05/2008	CM Seven
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noelia Clegg	BEM	KF	09/30/2015	CM Seven
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lola FOR CT Day	BEM	6	09/30/2010	CM Seven
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mike FOR CT James	BEM	11	09/30/2005	CM Seven
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Timmy Monteiro	BEM	2	12/23/2014	CM Seven
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Willow Quick	BEM	4	09/20/2007	DA One
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sean Reed	BEM	KF	09/30/2015	CM Nine
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phil Weaver	BEM	KF	09/30/2015	CM Seven

(8 Students)

UPDATE THE DATABASE

REMOVE ALL STUDENTS FROM CASELOAD

TRANSFER / COPY CASELOAD TO ANOTHER USER

SELECT A USER

Caseload Admin Wizard – Transfer Caseload

Case Manager	Team Member	Student	Current School	Grade	DOB	Current Case Manager
Yes		Jay Alloy	BEM	9	04/05/2008	CM Seven
Yes		Noelia Clegg	BEM	KF	09/30/2015	CM Seven
Yes		Lola FOR CT Day	BEM	6	09/30/2010	CM Seven
Yes		Mike FOR CT James	BEM	11	09/30/2005	CM Seven
Yes		Timmy Monteiro	BEM	2	12/23/2014	CM Seven
	Yes	Willow Quick	BEM	4	09/20/2007	DA One
	Yes	Sean Reed	BEM	KF	09/30/2015	CM Nine
Yes		Phil Weaver	BEM	KF	09/30/2015	CM Seven

When Copy is selected, only Students where CM Seven is not the Case Manager will be copied, as a Student may not have more than one Case Manager at one time.

I want to CM Seven's Special Education Caseload to the following user:

Deleting Finalized Documents

UPLOAD EXTERNAL DOCUMENT(S)

Documents created for Maureen Dixon

Del	Doc ID	Date Generated	Generated By	Document	Batch	Status	Request Signature	Signatures
E	402	06/28/2022	Vilma Estrada	Parent Notice of Referral to Determine Eligibility (504)	PDF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E	383	06/28/2022	Vilma Estrada	Consent for the Initial Provision of Special Education	PDF	<input type="checkbox"/>	Yes	
E	382	06/28/2022	Vilma Estrada	Consent for the Initial Provision of Special Education (Proposed)	PDF	<input type="checkbox"/>	Yes	
E	381	06/28/2022	Vilma Estrada	Consent to Conduct an Initial Evaluation/ Reevaluation	PDF	<input type="checkbox"/>	Yes	
E	380	06/28/2022	Vilma Estrada	Consent to Conduct an Initial Evaluation/ Reevaluation (Proposed)	PDF	<input type="checkbox"/>	Yes	
<input checked="" type="checkbox"/>	379	06/28/2022	Vilma Estrada	PPT Record of Meeting	PDF	<input type="checkbox"/>	<input type="checkbox"/>	
E	378	06/28/2022	Vilma Estrada	Notice of PPT Meeting	PDF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E	377	06/28/2022	Vilma Estrada	Referral to Determine Eligibility for Special Education and Related Services	PDF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

An 'E' in the 'Del' column indicates that the document is associated with an Event. A 'C' in the 'Del' column indicates that the document is associated with a Parent Contact. In either case, the document can't be deleted until the associated event or contact is deleted. An 'A' in the 'Del' column indicates that the document is associated with another Document and it will be deleted when the associated document is deleted.

(8 Documents)

UPDATE THE DATABASE

VIEW DOCUMENT BATCH

UPLOAD EXTERNAL ATTACHMENT(S)

UPLOAD EXTERNAL DOCUMENT(S)

Documents created for Maureen Dixon

Del	Doc ID	Date Generated	Generated By	Document	Batch	Status	Request Signature	Signatures
E	402	06/28/2022	Vilma Estrada	Parent Notice of Referral to Determine Eligibility (504)	PDF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E	383	06/28/2022	Vilma Estrada	Consent for the Initial Provision of Special Education	PDF	<input type="checkbox"/>	Yes	
E	382	06/28/2022	Vilma Estrada	Consent for the Initial Provision of Special Education (Proposed)	PDF	<input type="checkbox"/>	Yes	
E	381	06/28/2022	Vilma Estrada	Consent to Conduct an Initial Evaluation/ Reevaluation	PDF	<input type="checkbox"/>	Yes	
E	380	06/28/2022	Vilma Estrada	Consent to Conduct an Initial Evaluation/ Reevaluation (Proposed)	PDF	<input type="checkbox"/>	Yes	
E	378	06/28/2022	Vilma Estrada	Notice of PPT Meeting	PDF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E	377	06/28/2022	Vilma Estrada	Referral to Determine Eligibility for Special Education and Related Services	PDF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

An 'E' in the 'Del' column indicates that the document is associated with an Event. A 'C' in the 'Del' column indicates that the document is associated with a Parent Contact. In either case, the document can't be deleted until the associated event or contact is deleted. An 'A' in the 'Del' column indicates that the document is associated with another Document and it will be deleted when the associated document is deleted.

(7 Documents)

UPDATE THE DATABASE

VIEW DOCUMENT BATCH

UPLOAD EXTERNAL ATTACHMENT(S)

VIEW INACTIVE DOCUMENTS

Inactive Documents Created for Maureen Dixon

Re-Activate	<u>Doc ID</u>	<u>Date Generated</u>	<u>Generated By</u>	<u>Document</u>		<u>Status</u>
<input type="checkbox"/>	379	06/28/2022	Vilma Estrada	PPT Record of Meeting	PDF	No

An 'E' in the 'Re-Activate' column indicates that the document is associated with an Event. A 'C' in the 'Re-Activate' column indicates that the document is associated with a Parent Contact. In either case, the document can't be re-activated until the associated event or contact is re-activated. An 'A' in the 'Re-Activate' column indicates that the document is associated with another Document and it will re-activated when the associated document is re-activated.

(1 Document)

UPDATE THE DATABASE



- Documents:
- Prior Written Notice
 - Parent Notice of Referral to Determine Eligibility for Special Education and Related Services
 - Reading Worksheet
 - Notice of PPT Meeting
 - PPT Record of Meeting
 - Multidisciplinary Evaluation Report for Students Suspected of Having a Specific Learning Disability
 - PPT Attendance Excusal Document
 - CT Summary of Performance
 - Progress Report
 - Summary of Planning and Placement Team (PPT) Meeting
 - Laws Relating to Seclusions and Restraints
 - Parent Guide to Special Education in CT
 - Procedural Safeguards
 - Transition Bill of Rights
 - Learning Mode IEP Implementation Plan
 - Mathematics Worksheet
 - Written Expression Worksheet
 - Building a Bridge

Letters: (No Letters Available)

CREATE DRAFT (WILL BE SAVED FOR 30 DAYS)

CREATE FINAL DOCUMENT (WILL BE SAVED)

UPLOAD EXTERNAL DOCUMENT(S)

Documents created for Missie Kasey

Doc ID	Date Generated	Generated By	Document	Batch	Status	Req Sig?	Signatures
14185	06/07/2022	Jane Thompson	Reading Worksheet	PDF	<input type="checkbox"/>	<input type="checkbox"/>	
14184	06/07/2022	Jane Thompson	Mutual Agreement to Extend Evaluation Timeline for Determining..	PDF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Documents created for Missie Kasey

<u>Doc ID</u>	<u>Date Generated</u>	<u>Generated By</u>	<u>Document</u>		<u>Batch</u>	<u>Status</u>	<u>Req Sig?</u>	<u>Signatures</u>
14185	06/07/2022	Jane Thompson	Reading Worksheet	PDF	<input type="checkbox"/>	<input type="checkbox"/>		
14184	06/07/2022	Jane Thompson	Mutual Agreement to Extend Evaluation Timeline for Determining..	PDF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14183	06/07/2022	Jane Thompson	Consent to Conduct an Initial Evaluation/ Reevaluation	PDF	<input type="checkbox"/>	Yes		
14182	06/07/2022	Jane Thompson	Consent to Conduct an Initial Evaluation/ Reevaluation (Proposed)	PDF	<input type="checkbox"/>	Yes		
14181	06/07/2022	Jane Thompson	Prior Written Notice	PDF	<input type="checkbox"/>	<input type="checkbox"/>		
14180	06/07/2022	Jane Thompson	PPT Record of Meeting	PDF	<input type="checkbox"/>	<input type="checkbox"/>		
14179	06/07/2022	Jane Thompson	Notice of PPT Meeting	PDF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14178	06/07/2022	Jane Thompson	Referral to Determine Eligibility for Special Education and Related Services	PDF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

(8 Documents)

UPDATE THE DATABASE

VIEW DOCUMENT BATCH

UPLOAD EXTERNAL ATTACHMENT(S)

Active Inactive

Del	Event ID	Event Date	Event Type	Disability	Begin Date	End Date	User	Document	Date Created	Details
<input type="checkbox"/>	541	06/27/2022	District Change		mm/dd/yyyy	mm/dd/yyyy	Transfer / Import		06/27/2022 18:51 (15 days)	
<input type="checkbox"/>	120	06/12/2022	Grade Change (11th Grade)		06/12/2022	mm/dd/yyyy	Transfer / Import		06/12/2022 12:42 (30 days)	
<input type="checkbox"/>	119	06/12/2022	Current School Change (Connecticut Public School)		06/12/2022	mm/dd/yyyy	Transfer / Import		06/12/2022 12:42 (30 days)	
<input type="checkbox"/>	313	06/10/2022	DocumentEvent		mm/dd/yyyy	mm/dd/yyyy	Sarah Elwell	Notice of PPT Meeting (ID# 11)	06/16/2022 10:12 (26 days)	
<input type="checkbox"/>	312	05/02/2022	Referral		mm/dd/yyyy	mm/dd/yyyy	Sarah Elwell	Referral to Determine Eligibility for Special Education and Related Services (ID# 10)	06/16/2022 10:11 (26 days)	
<input type="checkbox"/>	311	03/01/2022	District Change		mm/dd/yyyy	mm/dd/yyyy	Sarah Elwell		06/16/2022 10:11 (26 days)	
<input type="checkbox"/>	12	12/10/2019	Student Enrollment		mm/dd/yyyy	mm/dd/yyyy	Transfer / Import		06/12/2022 12:40 (30 days)	

SAVE

Event History

VIEW USER ACTIONS

VIEW PARENT ACTIONS

PRINT EVENT HISTORY

Domain Year Date Type Event Type

Active Inactive

Reactivate	Event ID	Event Date	Event Type	Disability	Begin Date	End Date	User	Document	Date Created	Date Inactivated	Details
<input checked="" type="checkbox"/>	313	06/10/2022	DocumentEvent				Sarah Elwell	Notice of PPT Meeting (ID# 11)	06/16/2022 10:12 (26 days)	07/12/2022 19:29	

SAVE

Manual Event Creation

- STUDENT HISTORY
- CREATE/VIEW DOCUMENTS
- RESTRAINT/SECLUSION
- TRACKING HOMEBOUND PLACEMENT
- MANUAL EVENT CREATION

Student Information Events

Personal Information

UPLOAD PICTURE

First Name: Terrance Middle Name: Last Name: Adams Suffix:

Student Information



Student Name Terrance Adams	Student Code 4437370807	Date of Birth 07/15/2008
--------------------------------	----------------------------	-----------------------------

Special Education

Referral Date
mm/dd/yyyy

Parent Consent Date
mm/dd/yyyy

Eligibility Determination Date
mm/dd/yyyy

Current IEP Begin Date
mm/dd/yyyy

Provision of Services Parental Consent Date

Eligible
No

Disabilities

Primary

SAVE

Tracking Homebound Placement

- STUDENT HISTORY
- CREATE/VIEW DOCUMENTS
- RESTRAINT/SECLUSION
- TRACKING HOMEBOUND PLACEMENT
- MANUAL EVENT CREATION

[Student Information](#) [Events](#)

Personal Information

[UPLOAD PICTURE](#)

First Name Terrance	Middle Name	Last Name Adams	Suffix
------------------------	-------------	--------------------	--------

▾ Homebound Status

Homebound Entry Date	Homebound Entry Date mm/dd/yyyy	Additional Notes
Homebound Exit Date	Homebound Exit Date mm/dd/yyyy	Additional Notes

SAVE

Homebound Status Name	Date Created	Created by User	Notes
No data available in table			

Managing Data In CT-SEDS

Custom Data, Import History and Import Summary Data, Reporting

Custom Data

Procedural Safeguards

A copy of the Procedural Safeguards in Special Education is enclosed.

A copy of Procedural Safeguards in Special Education was provided to you previously this school year. If you would like another copy of the Procedural Safeguards please contact

Procedural Safeguard Contact
CDSE Team

Procedural Safeguard Title
District Safeguards Contact

Procedural Safeguard Phone
777-888-9999

Parent Notice

A copy of this notice has been sent to the parent(s). (This is required if rights under IDEA have been transferred to the student at age 18. When rights transfer, meeting notices must be sent to the student with a copy to the parents.)

CLOSE

SAVE

CREATE DRAFT

CREATE FINAL

Import History and Import Summary Data

Imports

CTSEDS

STUDENTS RECENT STUDENTS TOOLS MY ACCOUNT ADMIN REPORTING

DISTRICT INFO DISTRICT CALENDAR SCHOOLS USERS INACTIVE USERS IMPORT HISTORY IMPORT SUMMARY DATA

PCG Training ADMIN / IMPORT HISTORY

Import Completion Date: 06/12/2022

SUBMIT

Start Date	End Date	Import File Name	Output File
06/12/2022 01:19 PM	06/12/2022 01:20 PM	Users_PCGTrainingSite.06122022.xls	StdUpdate-pl-2022-06-12-13-19-20.txt.zip
06/12/2022 12:39 PM	06/12/2022 12:40 PM	Students_PCGCTTrainingSite.06122022.xls	StdUpdate-pl-2022-06-12-12-39-18.txt.zip

<https://go21.pcgeducation.com/easyiep.plx?op=staticapp&CustomerName=ctpcgtraining&SessionID=D9839AA0-6C...>

Import Summary Data

Below is a listing of all imports processed by the standard import system within the past 30 days. The details will show the statistics for that import, as were reported in the import transaction email that was sent out.

Import Date/Time	Import Type	# Records	# Records Added	# Records Updated	# Errors	# Warnings	Import File	Import Summary
06/12/2022 1:20 PM	Users	100	100	0	0	0	Users_PCGTrainingSite.06122022.xlsx	Download
06/12/2022 12:40 PM	Students	99	99	0	0	99	Students_PCGCTTrainingSite.06122022.xlsx	Download

Import Summary Data

Import Date/Time: 06/12/2022 12:40 PM Import Type: Students

EXPORT INFORMATION TO EXCEL

Warning: Enrollment Type With Code Does Not Exist Total Warnings: 99

Display Information by Warnings or Students

by Warnings (selected) by Students

PREVIOUS 0 WARNING(S) **NEXT 49 WARNING(S)**

Student Code	State Code	Line Number	Details
9713251291	9713251291	2	Unknown Enrollment Change Reason: *
4437370807	4437370807	3	Unknown Enrollment Change Reason: *
9990437676	9990437676	4	Unknown Enrollment Change Reason: *
8944172641	8944172641	5	Unknown Enrollment Change Reason: *
2007675835	2007675835	6	Unknown Enrollment Change Reason: *
9533570430	9533570430	7	Unknown Enrollment Change Reason: *
6242325245	6242325245	8	Unknown Enrollment Change Reason: *
2928295197	2928295197	9	Unknown Enrollment Change Reason: *
8172276698	8172276698	10	Unknown Enrollment Change Reason: *
5104868705	5104868705	11	Unknown Enrollment Change Reason: *
2593857349	2593857349	12	Unknown Enrollment Change Reason: *
7772200340	7772200340	13	Unknown Enrollment Change Reason: *
5241583635	5241583635	14	Unknown Enrollment Change Reason: *
1695395361	1695395361	15	Unknown Enrollment Change Reason: *
1362699090	1362699090	16	Unknown Enrollment Change Reason: *
7204438236	7204438236	17	Unknown Enrollment Change Reason: *

Reporting

Student Criteria

[VIEW MY CASELOAD](#) [ADVANCED SEARCH](#)

SASID Exact Match

School

Student Last Name Exact Match

Student First Name Exact Match

Date of Birth
 mm/dd/yyyy

Student Code Exact Match

Grade Level

Gender

- Male
- Non-Binary
- Female

Status

- General Ed
- Eligibility
- ISP
- Referral
- IEP
- Section 504 Plan

Grade Level

- Pre-Kindergarten
- Kindergarten Full Day
- 2nd Grade
- 5th Grade
- 8th Grade
- 11th Grade
- P3
- Kindergarten Extended Programs
- 3rd Grade
- 6th Grade
- 9th Grade
- 12th Grade
- Kindergarten Half Day
- 1st Grade
- 4th Grade
- 7th Grade
- 10th Grade

Disabilities

- Autism
- Emotional Disability
- Learning Disability
- Orthopedic Impairment
- SLD/Dyslexia
- Traumatic Brain Injury
- Deaf-Blindness
- Hearing Impairment
- Learning Disability/Dyslexia
- Other Health Impaired
- Specific Learning Disability
- Visual Impairment
- Developmental Delay
- Intellectual Disability
- Multiple Disabilities
- Other Health Impairment-ADD/ADHD
- Speech or Language Impairment

Related Services

- Audiology (Hearing Services)
- Counseling Individual
- Fine Motor Skills Group
- Gross Motor Skills Individual
- Medical
- Orientation & Mobility
- Transition Service(s)
- Behavior (Modification) - Applied Behavior Analysis
- Daily Living Skills (Personal Care Assistance)
- Fine Motor Skills Individual
- Language/Communication Group
- Nursing Group
- Orientation and Mobility (Vision Services)
- Counseling Group
- Family Psychotherapy
- Gross Motor Skills Group
- Language/Communication Individual
- Nursing Individual
- Respiratory Therapy

Special Ed Services

- Academic Skills
- Behavior Modification (ABA)
- Executive Functioning
- Mathematics
- Social Skills
- Study Skills
- Adaptive PE
- Braille Instruction
- Functional Skills
- Pre-Academic Skills
- Social/Emotional Development
- Transition Services
- Behavior
- Daily Living Skills
- Language/Communication
- Reading
- Structured Literacy
- Writing

Select a Student

PRINT RESULTS EXPORT RESULTS SEARCH AGAIN

CS	Student Code	SASID	Name	Date of Birth	Age	Gender	School	Grade	Eligibility Date	Disability	IEP Begin	IEP End	Proj Elig	Proj IEP	Case Manager	504 Disability	504 Begin	504 End	Section 504 Case Manager
✓	8944172641	8944172641	Suk Akin	10/07/2011	10 Years	Male	CTPSCH1	5							Sherman Fitzgerald				
✓	6242325245	6242325245	Marcela Alley	09/11/2013	8 Years	Female	CTPSCH1	4							Olevia Cox		06/25/2022	06/24/2023	Olevia Cox
✓	2928295197	2928295197	Marty Alvarez	09/11/2012	9 Years	Male	CTPSCH1	4							Rose Davis				
●	5104868705	5104868705	Wendy Arnold	08/08/2013	8 Years	Female	CTPSCH1	4	01/12/2022	ASD			01/12/2025	03/10/2022	Nettie Jensen				Lory Owen
▲	5241583635	5241583635	Nettie Baker	08/07/2012	9 Years	Female	CTPSCH1	4					10/07/2022		Sydney Gardner				Sydney Gardner
✓	9366069036	9366069036	Vanessa DON'T USE Bush	10/03/2012	9 Years	Female	CTPSCH1	5	06/28/2022	ASD	07/04/2022	07/03/2023	06/28/2025	07/01/2023	Sung Casey				Sung Casey
✓	6089397336	6089397336	Peter Casey	10/08/2011	10 Years	Male	CTPSCH1	5					10/26/2022		Communication				
✓	3994022053	3994022053	Mario Duncan	10/05/2011	10 Years	Male	CTPSCH1	5	06/07/2022	SLI	06/29/2022	06/28/2023	06/07/2025	06/07/2023	Melaine Erickson				
✓	8567392855	8567392855	Vita Juarez	09/30/2015	6 Years	Female	CTPSCH1	3							Sabrina Forret				Mildred Arnold
✓	2033352096	2033352096	Rolando Owen	10/07/2011	10 Years	Male	CTPSCH1	5											
▲	5584415781	5584415781	Santiago Robbins	10/06/2011	10 Years	Male	CTPSCH1	5	06/22/2022	SLI			06/22/2025	10/10/2022	Vilma Estrada				Vilma Estrada
✓	6969775072	6969775072	Roy Rogerson	08/30/2014	7 Years	Male	CTPSCH1	3											

EDPlan Reporting

EDPlan Explore



Advanced Student Search

EDPlan Everyday



Standard Reporting in the EDPlan Application

Service Documentation

Service Certifications

Special Ed Services

Related Services

Services:	Can Provide CHECK ALL	Does Not Require Approval/Can Be Supervisor CHECK ALL	Supervisor	Certified	Certifications
Audiology (Hearing Services)	<input type="checkbox"/>				VIEW
Behavior (Modification) - Applied Behavior Analysis	<input type="checkbox"/>				VIEW
Counseling Group	<input type="checkbox"/>				VIEW
Counseling Individual	<input type="checkbox"/>				VIEW
Daily Living Skills (Personal Care Assistance)	<input type="checkbox"/>				VIEW
Family Psychotherapy	<input type="checkbox"/>				VIEW
Fine Motor Skills Group	<input type="checkbox"/>				VIEW
Fine Motor Skills Individual	<input type="checkbox"/>				VIEW

There are no Related Services for this Student yet.

ADD RELATED SERVICES

Related Services	Num Sessions	Session Length	Location
<input type="text" value="-none-"/>	<input type="text"/> per <input type="text" value="day"/>	<input type="text"/> min	<input type="text"/>
<input type="text" value="-none-"/>	<input type="text"/> per <input type="text" value="day"/>	<input type="text"/> min	<input type="text"/>
<input type="text" value="-none-"/>	<input type="text"/> per <input type="text" value="day"/>	<input type="text"/> min	<input type="text"/>
<input type="text" value="-none-"/>	<input type="text"/> per <input type="text" value="day"/>	<input type="text"/> min	<input type="text"/>

To add more than 4 services of any one type, you must update the database, then return to this page

UPDATE THE DATABASE

Select a Wizard



Progress Report

Fine Motor Skills Group Logging Wizard

Fine Motor Skills Individual Logging Wizard

Gross Motor Skills Group Logging Wizard

Gross Motor Skills Individual Logging Wizard

Language/Communication Group Logging Wizard

Language/Communication Individual Logging Wizard

Caseload Setup Wizard

Service Certifications

Special Ed Services

Related Services

Services:

Can Provide

CHECK ALL

Not

Audiology (Hearing Services)

Behavior (Modification) - Applied Behavior Analysis

Counseling Group

Students Filters



Student

Billable Students

Current School

Kathleen E. Goodwin Elementary School



Clear Filters

Apply Filters

Language/Communication Individual

✓ Check All

✓ Dent, Stu



✓ Dent5, Stu



✓ Dentwo, Stu



⚡ Launch

 Groups

+ Create Group From Selected Students

Language/Communication Individual

- Dent, Stu i
- Dent5, Stu i

Language/Communication Individual

Check All

- Dent, Stu i
- Dent5, Stu i
- Dentwo, Stu i

Launch Wizard

Dent7, Stu

Service Info

Student/Plan Info

Service Language/Communication Individual

Time Spent 2 sessions/week of 30 min

Group Size 1 (Individual)

Provider Ryan Test

Location Resource Setting

Serving Current School Woodbury Middle School

Sub Area 1/3/22

Order/Recommendations for Billing Services Not on File

Dent7, Stu

Previous Log Entries

Search

Show 5 entries

Filter:

Details	Date	Service Type	Duration of Service	Areas Addressed and Student's Response to the Service	Prefill
+	06/01/2022	Student Unavailable (Pending)	00 mins	Test Log	

Showing 1 to 1 of 1 entries

Previous 1 Next

Print

Details	Date	Service Type	Duration of Service	Areas Addressed and Student's Response to the Service	Prefill
-	06/01/2022	Student Unavailable (Pending)	00 mins	Test Log	

Service Language/Communication Individual

Log ID 2

Provider Jennifer Taylor

Group Size 1 (Individual)

Apply to Bank No

Areas Addressed and Student's Response to the Service

Test Log

Delete

Edit

New Log Entry

 Save  Clear Form

Service Date 

Service Times  

Progress Status

Apply to Bank

Service Type

(Required)

Group Size

Location

Areas Covered/Assessed

- | | | |
|--|--|---|
| <input type="checkbox"/> Manipulative Activities | <input type="checkbox"/> Negative practice | <input type="checkbox"/> Modeled drill/unmodeled drill |
| <input type="checkbox"/> Worksheet activities | <input type="checkbox"/> Language poster boards and pictures | <input type="checkbox"/> Augmentative device practice/use |
| <input type="checkbox"/> Language kits/programs | <input type="checkbox"/> Teacher made materials | <input type="checkbox"/> Classroom observation/consultation |
| <input type="checkbox"/> Carryover activities | <input type="checkbox"/> Listening tasks/discussion | |

Areas Addressed and Student's Response to the Service

Example log for spel check!



Save Draft

Save

Confirm Log Entry

Dent, Stu

Log ID	5	Provider	Gwendolin Bryant
Service Date	06/02/2022	Service Type	School Closed
Duration of Service	00 mins	Group Size	1 (Individual)

Areas Addressed and Student's Response to the Service

Test

Delete

Edit

Confirm log(s), then return to the top of the logging wizard

Confirm log(s), then enter more logs for this Student

Confirm log(s), then return to the Student selection page

- The 'Group Size' you selected is too small: The minimum effective group size allowed is 2.
- The 'Areas Addressed and Student's Response to the Service' field is too short, minimum 5 characters are required.

- A Individual Therapy service with 60 minutes, was logged by Jennifer Taylor for Stu Dent7 on Thu Jun 02 2022.
- The start and end times for this service overlap with another service for Stu Dent7.

Service Date

06/02/2022



Service Times

10:00 AM



01:00 PM



Progress Status



Apply to Bank

Service Type

Group Therapy



Group Size

1 (Individual)



Location

School



Select Group Fields



Service Date



Service Type

Duration of Service

Group Size

Location


Apply to Bank

Areas Covered/Assessed

- | | | |
|--|--|---|
| <input type="checkbox"/> Manipulative activities | <input type="checkbox"/> Negative practice | <input type="checkbox"/> Modeled drill/unmodeled drill |
| <input type="checkbox"/> Worksheet activities | <input type="checkbox"/> Language poster boards and pictures | <input type="checkbox"/> Augmentative device practice/use |
| <input type="checkbox"/> Language kits/programs | <input type="checkbox"/> Teacher made materials | <input type="checkbox"/> Classroom observation/consultation |
| <input type="checkbox"/> Carryover activities | <input type="checkbox"/> Listening tasks/discussion | |



Cancel Apply

Previous Log Entries

Search 

Show entries

Filter:

Details	Date	Service Type	Duration of Service	Areas Addressed and Student's Response to the Service	Prefill
	06/02/2022	Individual Therapy (Pending)	10:00 AM - 11:00 AM	Testing for spell check!	
Service	Language/Communication Group	Log ID	4		
Provider	Jennifer Taylor	Group Size	1 (Individual)		
Location	School	Apply to Bank	No		
Areas Covered/Assessed					
• Negative practice					
Areas Addressed and Student's Response to the Service					
Testing for spell check!					
				<input type="button" value="Delete"/>	<input type="button" value="Edit"/>

Confirm Log Deletion

Log ID 4

Service Type Individual Therapy

Duration 1:00 hrs

Start / End 10:00 AM - 11:00 AM

Select a Wizard X

- Progress Report
- Language/Communication Group Logging Wizard
- Language/Communication Individual Logging Wizard
- Service Log Approval Wizard
- Caseload Setup Wizard

This wizard will guide you through approving service logs that were entered by the users that you are the Supervisor for. Please select the user(s) that you want to approve logs for.

CHECK ALL **CHECK NONE**

Gwendolin Bryant (Language/Communication Group) Gwendolin Bryant (Language/Communication Individual)

Filter By:

Current School: All Schools* ▼

Date of Service: to

Date Signed: to

Sort Results By:

Student ▼ then

Date of Service ▼

CONTINUE

DISPLAY LOGS | APPROVED/REJECTED

Approve		Reject		Approval Comments		Rejection Reason		Details								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	EXPAND ALL							
<input type="checkbox"/>	<input checked="" type="checkbox"/>					Incorrect service type was selected.		<input type="checkbox"/>	COLLAPSE ALL	Service	Student	Date of Service	Date Signed	Service Type	Group Size	Progress Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>							<input checked="" type="checkbox"/>		Language/Communication Individual	Stu Dent	06/01/2022	06/24/2022	Medication Administration (RN or LPN)	1 (Individual)	Progressing
<input type="checkbox"/>	<input type="checkbox"/>							<input checked="" type="checkbox"/>		Language/Communication Individual	Stu Dent	06/02/2022	06/23/2022	School Closed	1 (Individual)	
<input type="checkbox"/>	<input type="checkbox"/>							<input checked="" type="checkbox"/>		Language/Communication Individual	Stu Dent	06/10/2022	06/24/2022	Medication Administration >14 Days, Missing IHP (Non-Billable)	1 (Individual)	Maintaining

(3 Service Logs)

APPROVE/REJECT THE SELECTED SERVICE LOGS

Approve		Reject		Approval Comments		Rejection Reason	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>					Incorrect service type was selected.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						

Managing Support in CT-SEDS

Tiered Support Model

Tier Support	Descriptions	Responsible
First-Tier	Supporting users and their permissions including resetting passwords, assigning schools, document deletions, simple troubleshooting	LEA District and School Leaders
Second-Tier	Expert level support: If the issue cannot be answered by the First Level Support staff, CT-SEDS Support provides access to the CT-SEDS messaging system as well as email and phone support	CT-SEDS Support Team
Third-Tier	Developer support for bugs, upgrades, system patches, and technical and release issues.	CT-SEDS Support Team

CT-SEDS Support Model

Exceeding your Expectations is our Goal!



- Ensuring that end-users have a support resource available to them is at the heart of our commitment to our partners (YOU). Members of the dedicated CT-SEDS Support team will provide districts with a multi-faceted network of support. This includes:
 - Message board
 - Email
 - Toll-free phone from 8:30 a.m. to 5:30 p.m. Eastern, Monday through Friday except for federal and state-recognized holidays

CT-SEDS Support Messaging

Message Board Availability: All Administrative users may submit messages to the message board and receive responses from an CT-SEDS Support team member at any time!

The screenshot displays the CT-SEDS dashboard interface. At the top, a dark blue navigation bar contains the CT-SEDS logo on the left and menu items: STUDENTS, RECENT STUDENTS, TOOLS (with a dropdown arrow), MY ACCOUNT (with a dropdown arrow), ADMIN (with a dropdown arrow), and REPORTING. On the right side of the navigation bar, the user's name '* Sandra Feenty' is displayed next to a red-bordered icon of an envelope with a checkmark, representing the message board. Below the navigation bar, a breadcrumb trail shows a home icon, 'PCG Training', and 'HOME / DASHBOARD'. The main content area features four white panels with light gray borders. The first panel, titled 'Compliance', shows two columns: 'Compliant' with a large green '100%' and '1 Students' below it, and 'Non-Compliant' with a large red '0%' and '0 Students' below it. A total of '1 Total Students' is shown at the bottom. The second panel, 'My Students (1 Students)', shows a green checkmark icon followed by the name 'Martin Brooks'. The third panel, 'Students with Overdue Dates My Students', displays 'No Data Available'. The fourth panel, 'My Calendar', shows a calendar for June 2022 with the 27th highlighted in a blue circle. The calendar grid includes days of the week (SUN to SAT) and dates from 1 to 30.

Compliance

My Students (2 Students)
  [Martin Brooks](#)

Students with Overdue Dates My Students

My Calendar
◀ JUN JULY 2022 AUG ▶

New Messages [SEND MESSAGE](#) [VIEW ALL MESSAGES](#) ✕

Login to Helpdesk Support [LOGIN](#)

You Have No New Messages

Leave us a message

Ticket request form

Your name

Email address

Subject
Please do NOT enter student information in this field.

Issue Type

Message Board Details

Required Information:

- Users must include the student's First and Last Name, SASID Number, and the Page or Situation where they are experiencing difficulty.
- Once a request is placed, CT-SEDS Support staff with specific project knowledge will work with the district expert until the problem is resolved.

REMINDER/RECOMMENDATION:

- Administrative users should NOT send multiple messages about the same topic. All messages are answered as they come in; therefore, multiple messages will only slow the response time.
- The discussion between the support personnel and user are saved like a threaded discussion. Therefore, users may go back and view past questions and answers.
- All information transmitted between the user and PCG staff is encrypted to assure compliance with FERPA and HIPAA regulations regarding the privacy of student information.

CT-SEDS Support Tools

Email: PCG recommends that only District Administrators utilize the CTSEDS_Support@pcgus.com email for general inquiries such as requests for additional services. **All technical questions should be submitted via the message board to preserve confidentiality.**

Toll Free number: (833) 668-2600 is available to only CT-SEDS Administrators. PCG's phone support system provides the District staff immediate feedback and assistance. It is intended for those situations that are time sensitive and critical.

CT-SEDS Support Partnership

PCG encourages districts to communicate that school personnel should first leverage their District and School Level CT-SEDS Experts to assist in any end user concern

- This is the recommended method of operation because the knowledge of these School Level Experts demonstrates to their colleagues both “buy-in” and expertise with the new system.
- Many questions from the users are special education process-related, not system-related, and can be best answered by the District/School Level Experts.
- For special education process-related questions, the District/School Level Experts can turn to CSDE resources and the RESC alliance.

Your Immediate Support Tools

Documents

[CT-SEDS Manuals](#)

File Name

[Restraint and Seclusion User Manual](#)

[Section 504 Plan User Manual](#)

[Services Plan User Manual](#)

[IEP and Progress Reporting User Manual](#)

[Referral and Evaluation User Manual](#)

CT-SEDS Manuals and Videos available in the Documents Widget on the Home Page.

Announcements

For an overview of an EDPlan click [here!](#)

Resources for Keeping Informed and Addressing COVID-19

PCG is committed to providing ongoing resources and support for educators during the COVID-19 pandemic. Please click on the links below to access our latest postings and practical tips for special education teams.

[The COVID-19 Summer Slide](#)

[Conducting IEP Meetings During COVID-19](#)

[Delivering Related Services Remotely During the COVID-19 Crisis](#)

[Utilizing Paraprofessionals to Support Virtual Learning](#)

[COVID-19 School Closures and Special Education: Shifting Instructional Practices to a Digital Environment](#)

Key Administrative To Do List

- Find and Review User Resources
- Understand the Difference between the Aggregate Site and District Sites
- Set Up Your District Calendar
 - Set Up School Calendars if Different from the District
- Assign User Caseloads and/or Provide Staff with Resources on how to Assign their own Caseloads
- Update User Information as Needed
 - Assign Users to Schools
 - Resetting Passwords
- Know How to Get Help

Thank You!

