Web meeting 7.7.2010

- ☐ **SELPA Manager revisions**
  - ☐ **4D Client**
    - ☐ 1 Batch update
      - ☐ 1.1 Student yes/no user fields 16-30
    - ☐ 2 New preferences
      - ☐ 2.1 "Parent has received a free copy of the IEP" phrase, printed on signature pages, DFL6 IEP.
        - ☐ Preferences -> Web and multi-user -> IEP -> "Prnt free copy IEP (6A/B)", when DFL6 is selected for the web.
      - ☐ 2.2 Default "yes" for Parent input (A-54 PARINPUT).
        - ☐ Preferences -> System 1 -> "Parent input default yes"
    - ☐ 3 Post an IEP (to update student) from browse window.
      - ☐ 3.1 Highlight IEP and type "post IEP" in Location box.
    - ☐ 4 CASEMIS
      - ☐ 4.1 Postsecondary codes 220 and 300 have been "swapped".
        - ☐ Old meaning (5.2009 Technical Assistance Guide)
          - ☐ 220 GED program
          - ☐ 300 Vocational or technical school
        - ☐ New meaning (6.2010 TAG)
          - ☐ 220 Vocational or technical school (2 year degree program)
          - ☐ 300 GED program
        - ☐ If AsOf date is on/after 7.1.2009, new codes are in effect.
        - ☐ Use caution with older student records.
      - ☐ 4.2 Drop/exit Code 82 revived.
        - ☐ AsOf date on/after 6.30.2010
      - ☐ 4.3 DRDP exports and ethnicity/race codes
        - ☐ AsOf date is on/after 6.30.2010
          - ☐ Hispanic indicator (500/501/900) plus Race 1-3
          - ☐ If the Hispanic indicator is blank
            - ☐ If any of the Ethnicity 1-6 fields are Hispanic, then the indicator will be 500.
            - ☐ If none of the Ethnicity 1-6 fields are Hispanic, then the indicator will be 501.
          - ☐ If **none** of the Ethnicity 1-6 fields are completed (other than Hispanic), then Race 1 will be 900.
        - ☐ AsOf date is before 6.30.2010
          - ☐ Ethnicities 1-4
    - ☐ 5 Finding students awaiting evaluation
      - ☐ 5.1 "Awaiting initial evaluation"
        - ☐ Consent on/before today, "initial" evaluation type, no initial evaluation date.
    - ☐ 6 Finding IEPs that are certified (certify on web only)
      - ☐ 6.1 "Certified not posted"
      - ☐ 6.2 "Certified last week"
      - ☐ 6.3 "Certified this week"
      - ☐ 6.4 "Certified today"
      - ☐ 6.5 DFL7 release: Background check/notify for newly-certified IEPs
        - ☐ Preferences -> Appearance -> IEP and web -> "Notify me every <xx> minutes of newly-certified IEPs"
        - ☐ Only finds IEPs to which you have access.
    - ☐ 7 Security enhancements
      - 7.1 Finding user accounts from the browse window by category (Location box).

Web meeting 7.7.2010 7 Security enhancements

- ☐ 7.1 Finding user accounts from the browse window by category (Location box).
  - ☐ "Show user info"
  - ☐ "Show user info for administrators"
  - ☐ "Show user info for counselors"
  - ☐ "Show user info for providers"
  - ☐ "Show user info for read-only users"
  - ☐ "Show user info for read-write users"
  - ☐ "Show user info for teachers"
- ☐ 7.2 "Suspended" box for user account.
- ☐ 7.3 Password change required at next login (check box).
  - ☐ To set, double-click into user record.
  - ☐ "Require password change" in Location box, for listed users.
  - ☐ Also an option when creating accounts from teachers/staff ("Create login accounts" in Location box).
- ☐ 7.4 Lockout after a web user attempts 5 logins within 30 seconds of each other.
  - ☐ Release from Preferences -> Web and multi-user -> "Failed logins (web)" button.
- ☐ 8 Student form enhancements
  - ☐ 8.1 Student services
    - ☐ Drop-down replaces add/delete/continue
    - ☐ "Add with copy" option duplicates existing highlighted record, minus teacher/school/service code.
  - ☐ 8.2 Testing tab (new)
    - ☐ Added accommodations/modifications and variations (descriptions) for each test category.
      - ☐ Can be updated from DFL6 Form 3B and 909F Form 5A (accommodations/modifications only)
    - ☐ "This year" and "Next year" for the CASEMIS test categories.
    - ☐ "This year" and "Next year" for the new CAPA levels (Science, ELA, Math)
  - ☐ 8.3 School tab (enhancements)
    - ☐ "This year" and "Next year" for school of enrollment.
    - ☐ "This year" and "Next year" for school of residence.
    - ☐ "This year" and "Next year" for program category.
      - ☐ Set choices in Preferences -> System 1 -> Lists -> Program category (drop-down menu).
    - ☐ Percent in regular class (this year)
      - ☐ Button to estimate percentage, based upon existing services.
        - ☐ Need minutes and sessions/week for each service to be included.
          - ☐ Service not dropped, or dropped after today.
        - ☐ Uses school of enrollment for calculations
          - ☐ New school fields:
            - ☐ School week minutes (for calculating in regular class percentage)
              - ☐ (School week mins - special ed mins) / School week mins
            - ☐ Instructional week minutes (for calculating outside regular class percentage)
              - ☐ Special ed mins / instructional week mins
        - ☐ In regular ed and outside special ed percentages are not required to total 100 percent.
  - ☐ 8.4 Student validations
    - ☐ New system similar to IEP validation.
    - ☐ Turn on/off individual items based on plan type.
      - ☐ Includes most error and warning codes from CASEMIS, plus some custom items.
    - ☐ Preferences -> System 1 -> Student validations (button)
      - ☐ E - error
      - ☐ W - warning

2

Web meeting 7.7.2010

- ☐ N or blank - no action
- ☐ Enable button - set "E" for all highlighted rows.
- ☐ Disable button - set "N" for all highlighted rows.
- ☐ Must press OK for dialog and for preferences, for changes to be preserved.
- ☐ **Web interface**
  - ☐ 1 Home page
    - ☐ 1.1 Slightly more compact.
    - ☐ 1.2 Lower (IEP) list now has posted date column.
    - ☐ 1.3 Retains selection of students/IEPs when returning after edits.
      - ☐ Find newly-created IEP by "show IEPs for this student" button
    - ☐ 1.4 Update goal progress from the home page.
      - ☐ DFL3, DFL4, DFL5, DFL6, 3702, 909E, 909F form sets
  - ☐ 2 Students
    - ☐ 2.1 Student forms revised to correspond to student forms in 4D Client.
      - ☐ Web student diagnostics mostly match 4D Client student diagnostics.
        - ☐ DRDP still accessed separately.
      - ☐ Alternative if remote user has problems with 4D Client being dropped over network.
        - ☐ Compare and post IEP available on home page (same as before).
  - ☐ 3 IEP forms
    - ☐ 3.1 "Select" links on IEP (DFL6)
      - ☐ Schools of residence/service
      - ☐ Teacher/provider
      - ☐ For student service, choose "assignment"
        - ☐ Must still enter service code from drop-down menu.
    - ☐ 3.2 Read-write / admin users can set "reviewed" status on web.
      - ☐ First page of IEP form.
      - ☐ Can also un-check if reviewed is set.
      - ☐ Can be incomplete and reviewed.
    - ☐ 3.3 Read-write / admin users can set "locked" status on web.
      - ☐ Must un-check "Incomplete" first.
      - ☐ Non-reversible.
    - ☐ 3.4 Provider can now "certify" IEP.
      - ☐ Button on first page of IEP form (next to save/cancel).
      - ☐ Must un-check "Incomplete" first, then refresh page (click on navigation tab).
      - ☐ Certify also places IEP in "reviewed" status (no edits on web).
      - ☐ 4D Client users can search for newly-completed IEPs.
- ☐ **Discussion, questions, requests**