

# Top 10 Things You Should Know About *EasyIEP*<sup>™</sup>

## 1. Main Menu Management – Communication to Districts

- Message of the Day - updates from the EasyIEP<sup>™</sup> Help Desk and updated on a daily/weekly basis.
- My Messages - Send messages to the EasyIEP<sup>™</sup> Help Desk for IEP transfer request, questions or suggestions. For IEP transfer request, notify the previous school district to request the student's record be inactivated. Then post a message to the message board requesting an IEP transfer and include the student's full name, date of birth, state id number and the previous school district.
- My Meetings – Schedule IEP, Eligibility meetings and include other staff invited to the meeting.
- My Schools – Check compliance for each school and user specific compliance
- Document folders and documents available for viewing
  - ✓ District Student Transfer Contact List
  - ✓ EasyIEP<sup>™</sup> End User manual and Administrator manual
  - ✓ Troubleshooting SPED ADM and EIS Errors
  - ✓ Import Summary Data Details
  - ✓ Yearend Startup Checklist
  - ✓ Dec Report Brief Instructions
  - ✓ EOY Report Brief Instructions
- Upload District-specific documents in the District folder
- HTML Quick Reference Guide available in the EasyIEP<sup>™</sup> folder

## 2. How To Find A Student

- Search by a student's last name and first name, partial last name, state id number, student id number
- Use the 'Advanced Student Search' to search for specific criteria
- Search for TEIDS import records
- Student Data Imports – review Import Summary Data Details document

## 3. Compliance Symbols Meanings

- Student Specific (Eligibility, IEP, ECO and TEIS)
- Click compliance symbol to view student's history of events
- School and User Specific compliance from the My Schools widget or from the Schools tab (white, green and red pie charts)

## 4. Viewing Students History Page

- Compliance Symbols
- Events in student's history
- Documents available (including documents from other districts for transfer students)

## 5. Setting Up and Maintaining District and School Calendars

- Instructional School Days, Holidays, Weather Days, Breaks
- ADM Reporting Periods
- Progress Reporting Periods
- Setup the District Calendar first and then add individual School Calendars and update.

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## 6. Add User Accounts and Determine User Permissions

- Refer to the User Type Access and Permissions V9 document for a list of state approved user types.

## 7. Reports - Run the following reports frequently to identify and resolve data issues

For a description of any report, click on the blue question mark symbol to the right of the report name.

- Accommodations Report
- ADM by Options Report
- All Student Export Report
- Compliance Summary Report
- Duplicate Student Report
- Inappropriately Served Report
- Primary and Secondary Options Report
- Participations Report
- Progress Report Status Report
- Status of Services Report
- User Access Agreement Report
- Table 1 (December 1 Report)
- Table 2 (Personnel Report)
- Table 3 (December 1 Report)
- Table 4 (Exited Student Report)
- EOY Frequency Report
- Restraint and Isolation Report
- EOY Referral Report – Initial Referrals

## 8. Documents Available in EasyIEP<sup>™</sup> beyond the IEP

- Eligibility Documents (these will create events vs. entering information on the 'Eligibility' tab)
- IEP-At-A-Glance – typically a one page document given to Regular Ed teachers
- Prior Written Notice and Student Prior Written Notice
- Invitation to Meeting and Student Invitation to Meeting
- Re-evaluation Forms
- Isolation and Restraint Incidents

## 9. Provide Additional Training Opportunities for New Users and Refresher Trainings to All Users in Your District

- Provide District EasyIEP<sup>™</sup> training opportunities
- Provide training opportunities after new releases in EasyIEP<sup>™</sup>

## 10. Develop a District Hierarchy of Support

- District requirements
- Central contact for district users
- Message Board requests

### EasyIEP<sup>™</sup> Contact Information

**EasyIEP<sup>™</sup> Message Board**

**EasyIEP<sup>™</sup> Help Desk Toll Free Number: 1-888-212-3162**

**EasyIEP<sup>™</sup> email distribution list: Send your email address to the message board and ask to be included in the EasyIEP<sup>™</sup> email distribution list. Verify your email address in EasyIEP<sup>™</sup>.**