

KY Document Workflow/Validations-Private School Service Plan

(Student Information>Special Ed>Student>Documents>New Document>Create New Plan>Private School Service Plan)

Service Plan

UI:



Service Plan

*Meeting Date *Start Date *End Date

Print:

Page 1 of 1

District Name: Knox County

Service Plan for Private School Students with Disabilities

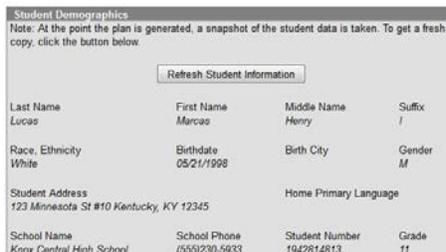
School Year

Meeting Date: 06/01/2016	Start Date: 06/01/2016	End Date: 05/31/2017
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1. ***Meeting Date** > This is a red required calendar date field in MM/DD/YYYY format. The document will sort by this date in the corresponding calendar folder on the documents tab. If user attempts to save without completing this field, a warning message populates that reads: 'Meeting Date is required'
2. ***Start Date** > This is a red required calendar date field in MM/DD/YYYY format. This auto populates as the same date as 'Meeting Date' and it is editable. If user attempts to save without completing this field, a warning message populates that reads: 'Start Date is required'
3. ***End Date** > This is a red required calendar date field in MM/DD/YYYY format. This auto populates one year minus one day from the 'Start Date' and it is editable. If user attempts to save without completing this field, a warning message populates that reads: 'EndDate is required'

Student Demographics

UI:



Student Demographics

Note: At the point the plan is generated, a snapshot of the student data is taken. To get a fresh copy, click the button below.

Refresh Student Information

Last Name Lucas	First Name Marcas	Middle Name Henry	Suffix I
Race, Ethnicity White	Birthdate 05/21/1998	Birth City	Gender M
Student Address 123 Minnesota St #10 Kentucky, KY 12345		Home Primary Language	
School Name Knox Central High School	School Phone (555)230-5933	Student Number 1942814813	Grade 11

Print:

Student Information	
Student's Full Name: Marcas Henry Lucas I	SSID: 1942814813
Date of Birth: 05/21/1998	Grade: 11
Gender: M	Race/Ethnicity: White
Age: 18	Disability:

1. **Refresh Student Information** >All fields should populate read-only and the information is pulled from Census.

Parent/Guardian Demographics

UI:

Parent/Guardian Information
 Note: At the point the plan is generated, a snapshot of the student data is taken. To get a fresh copy of the guardian information, click the button below.

Parent/Guardian comes from the census system and the only people listed here are marked as guardians of the student's current household, or direct guardians to the student through the relationship.

Guardian SON	Name Mom Lucas
Work Phone (222)222-2222	Cell Phone (444)444-4444
Email marcasmom@gmail.com	
Address 123 Minnesota St #10 Kentucky, KY 12345	Home Phone (555)444-3333

Guardian FATHER, NATURAL/ADOPT	Name Scott Lucas
Work Phone (888)888-8888	Cell Phone (666)666-6666
Email marcasdad@gmail.com	
Address 123 Minnesota St #10 Kentucky, KY 12345	Home Phone (555)444-3333

Print:

Student Representative Information			
Parent/Guardian: Mom Lucas			
Home Address: Street: 123 Minnesota St #10			
City: Kentucky		State: KY	Zip: 12345
Home Phone: (555)444-3333	Work Phone: (222)222-2222	Cell Phone: (444)444-4444	
Parent/Guardian: Scott Lucas			
Home Address: Street: 123 Minnesota St #10			
City: Kentucky		State: KY	Zip: 12345
Home Phone: (555)444-3333	Work Phone: (888)888-8888	Cell Phone: (666)666-6666	

1. **Refresh Guardian Information** >All fields should populate read-only and the information is pulled from Census.

Enrollment Status

UI:

Enrollment Status

Note: At the point the plan is generated, a snapshot of the student data is taken. To get a fresh copy, click the button below.

The editable values will change the values in the PSP and it will update the special ed status values in any enrollments that intersect the dates of the plan. The update of the enrollment will only occur when the plan is marked locked.

State ID
Date of Eligibility Determination
Primary Disability
Special Ed Status
Special Ed Setting
Resident District
District of Placement
Private School Placement
Home Primary Language

Print:

District of Residence: Ballard County
District of Placement: Knox County
Private School Placement: test

1. **Get Disability from Evaluation** > This button will trigger the **'State ID'**, **'Resident District'**, **'District of Placement'**, **'Home Primary Language'**, **'Date of Eligibility Determination'** and **'Primary Disability'** to populate.
2. **State ID**> This is a read-only field that populates from Census>People>Person Identifiers>Student State ID.
3. **Date of Eligibility Determination**> This is a read-only field that populates from the most recent locked KY Evaluation/Eligibility Determination>Eligibility Determination>Date of Eligibility Determination or KY Evaluation>Eligibility Determination>Date of Eligibility Determination or Conference Summary (2014 or earlier)> Eligibility/Continued Eligibility> Date of Eligibility Determination. If no Evaluation exists, this field will be null.
4. **Primary Disability**> This is a read-only field that populates from the most recent locked KY Evaluation/Eligibility Determination>Eligibility Determination>Primary Disability or KY Evaluation>Eligibility Determination>Primary Disability or Conference Summary (2014 or earlier)> Eligibility/Continued Eligibility>Primary Disability. If no Evaluation exists, this field will be null.
5. **Special Ed Status** > This is a single-select drop-list with the values: 'A: Active', 'AR: Active/Referred', 'ER: Eligible-Parents refused', 'I: Inactive', 'N: Not Eligible', 'PR: Pre-Referral', 'Z: Referred'.
6. **Special Ed Setting** > This is a single-select drop-list that populates values according to the student's age as of December 1 of the current calendar year. Values:

6A: (age 6-21) >80% of day in general ed programs	3F: (age 3-5) Residential Facility
6B: (age 6-21) 40% - 80% of day in general ed programs	3P: (age 3-5) Service Provider Location
6C: (age 6-21) <40% of the day general ed programs	3S: (age 3-5) Separate Class
6F: (age 6-21) Residential Facility	3U: (age 3-5) Separate School
6H: (age 6-21) Homebound/Hospital	3X: (age 3-5) EC Home
6I: (age 6-21) Correctional Facilities	3A1: (age 3-5)>=10 hrs/wk & Most Spec Ed within EC Prgm
6J: (age 6-21) Parentally Placed in Private Schools	3A2: (age 3-5)>=10 hrs/wk & Most Spec Ed outside EC Prgm
6U: (age 6-21) Separate School	3B1: (age 3-5)<10 hrs/wk & Most Spec Ed within EC Prgm
Not Applicable	3B2: (age 3-5)<10 hrs/wk & Most Spec Ed outside EC Prgm
	Not Applicable

7. **Resident District:** > This is a read-only field that populates from Student Information>General>Enrollments> State Reporting Fields>Resident District
8. **District of Placement:** > This is a read-only field that populates from Student Information>General>Enrollments> State Reporting Fields>District of Placement
9. **Private School Placement** > This is a 50 character text field.
10. **Home Primary Language**> This is a read-only field that populates from Census>Identities>Protected Identity Information>Home Primary Language

Proposed Action

UI:



Proposed Action

Continue Services Plan

Discontinue Services Plan

Develop New Services Plan

Print:

Proposed Action: Continue Services Plan Discontinue Services Plan Develop New Services Plan

1. Proposed Action> This editor has three single-select radio buttons:
 - Continue Service Plan
 - Discontinue Service Plan
 - Develop New Services Plan

Goals and Objectives

UI:



Print Editor New Plan Goal New Plan Goal Objective

Goals and Objectives

- test 1, test 2
 - test 3



Goal Editor

Goal Name
test 1

Annual Goal
test 2

Print:

Service Plan	
1. The Admissions and Release Committee (ARC) met on 06/01/2016 and offered the parents of this child an Individual Education Program (IEP) that includes specially designed instruction and related services determined to be required by the child to advance appropriately toward attaining annual goals and to be involved and progress in the general curriculum.	
2. The parents elected to reject the IEP and a free and appropriate public education (FAPE) and enroll, or seek to enroll this child in a private school at their expense.	
3. Therefore, the child is not entitled to the full range of services that he/she may require if attending public school. Rather, in accordance with federal and state regulations, the ARC has determined that this child shall receive the following services.	
Annual Goal 1	
test 2	
Benchmarks/Short-Term Objectives	
1. test 3	

1. **Goals and Objectives**> This is a tree list editor that displays the Goal Name and Annual Goal and when there is a corresponding objective it displays that as a child in the list.
2. **Goal Name**> This is a 50 character text area. Information entered in this area will also display in the Goals and Objectives list.
3. **Annual Goal**> This is an unlimited character text area. Information entered in this area will also display in the Goals and Objectives list.
4. **New Plan Goal**> This is a Tool Bar button that allows a user to add a new Plan Goal.
5. **New Plan Goal Objective**> This is a Tool Bar button that allows a user to add a new Plan Goal Objective to an existing Plan Goal.
6. **Objectives/Benchmarks**> This is an unlimited character text area.

Services

UI:

Print Editor New Service Provided

Service Provided List			
Service Provided	Time	Start Date	End Date
Special Education	10.0	06/01/2016	05/31/2017

Private School Service Plan Editor

*Service
Special Education

Service Provider

Service Position

Location:

*Start Date: 06/01/2016 *End Date: 05/31/2017

*Minutes per Service Frequency *Service Frequency

*Service Period

Print:

Special Education Services						
Type of Service	Anticipated Frequency and Duration of Service				Service Provider (by Position)	Location (e.g., Regular Classroom, Resource Room, Separate Class)
	Service Minutes (Per Service Frequency)	Service Frequency (Number of times provided per Service Period)	Service Period (Daily, Weekly, Monthly, Annually)	Start Date		
Special Education	10.0 minutes	20.0 times per	year	06/01/2016	05/31/2017	BUS DRIVER test location 1

1. **Special Ed Service Provided List**> This is a list editor that displays the Service Provided, Time, Start Date and End Date of each service that is saved.
2. ***Service** > This is a red required single-select drop-list with only the value 'Special Education'. This drop-list is editable in System Administration>Special Ed>Services.
*It is advised that users not add or delete values for this field as they could affect historical documents.
3. **Service Provider** > This is a single-select drop-list. This drop-list is editable in System Administration>Special Ed>Service Providers. The available list of providers are those providers that have been identified 'Special Ed' within Census>District Assignments>Employment Assignment Information. This list can further be scoped by 'District' or 'School'. This option is available in System Admin>Special Ed>Preferences>Use Scope for SPED Staff/Advisors/Service Providers/Evaluators. If 'Yes' is selected then only those Service Providers for that school will populate, if 'No' then all 'Special Ed' designated staff will populate in the drop-list. This field does not print.
4. **Service Position**> This is a single-select drop-list. This drop-list is editable in System Administration>Special Ed>Service Positions. The KDE has provided the current approved positions found in the list.
*It is advised that users not add or delete values for this field as it could affect historical documents.
This field prints in the 'Service Provider (by Position)' column.
5. **Location:** > This is a 50 character text field.
6. ***Start Date** > This is a red required calendar date field in MM/DD/YYYY format. This auto populates as the same date as the IEP 'Start Date' and it is editable. If user attempts to save without completing this field, a warning message populates that reads: 'Start Date is required'
7. ***End Date** > This is a red required calendar date field in MM/DD/YYYY format. This auto populates one year minus one day from the 'Start Date' and it is editable. If user attempts to save without completing this field, a warning message populates that reads: 'End Date is required'
8. ***Minutes per Service Frequency** >This is a red required 1-4 numerical character(s) field. If user attempts to save prior to completing this field a warning message populates that reads: 'Only whole numbers are allowed for this field. Your entry is required.'

9. ***Service Frequency** > This is a red required 1-4 numerical character(s) field. If user attempts to save prior to completing this field a warning message populates that reads: 'Only whole numbers are allowed for this field. Your entry is required.'

10. ***Service Period** > This is a red required single-select drop-list with the following hard-coded values:
 - year
 - month
 - week
 - day
 If user attempts to save the editor without selecting a value a warning message populates that reads: 'serviceFreqPeriod is required'

11. **New Service Provided**> This tool bar button allows users to add multiple services.

Team Meeting

UI:

Print:

Team Meeting		
As the parent or guardian of this child, I have met with the Admissions and Release committee:		
<ul style="list-style-type: none"> • I have been offered an Individual Education Program for my child but I choose to voluntarily enroll my child in a private school educational placement at my expense. • I understand that by rejecting the IEP and enrolling my child in a private school doing so, I do not have the right to the full range of services available to my child that would be available if the child was enrolled in a public school program. • I understand that the rights afforded to children with disabilities and their parents under the Individuals with Disabilities Education Act (IDEA) apply only to complaints that the District failed to meet its responsibilities under Child Find to evaluate and determine eligibility. Other IDEA rights guaranteed to public school children and their parents do not apply to private school children and their parents. 		
Signatures signify participation in the conference to develop the Service Plan:		
Person Attending	Typed Name	Signature
Comments:		

1. **Team Meeting List** > This is a list editor that displays Print in Plan, Meeting Date and Meeting Location.

2. **Print In Plan** > This check box when checked will print the 'Comments' and Persons Attending the meeting. If unchecked it will not print within the plan.
3. **Meeting Time** > This is a numerical field with HH:MM (AM/PM) or HH:MM (military) format. If user attempts to save with different format a warning message populates that reads: 'x.meetingTime is not a valid time format (HH:MM (AM/PM) or HH:MM (military))'. This does not print.
4. **Meeting Date** > This is a date field with MM/DD/YYYY format. If user attempts to save with a different format a warning message populates that reads: 'x.meetingDate is not a valid date format (MM/DD/YYYY, MM-DD-YY, MMDDYY)'. This does not print.
5. **Meeting Location** > This is a 50 character limit text field. This does not print.
6. **Invite Date** > This is a date field with MM/DD/YYYY format. If user attempts to save with a different format a warning message populates that reads: 'x.inviteDate is not a valid date format (MM/DD/YYYY, MM-DD-YY, MMDDYY)'. This does not print.
7. **Comments** > This is an unlimited character text area.
8. **Person Attending Meeting Editor** > This section has a three columns with the following information:
 - **Parent/Guardian**> a check box to indicate if the meeting attendee is the student's 'Parent/Guardian' when checked the attendee will populate with the role 'Parent(s) or Guardian(s):' under the 'Person Attending' column on the print.
 - **Role**> This is a 100 character limit text field that populates under the 'Person Attending' column on the print.
 - **Name**> This is a 100 character limit text field that populates under the 'Typed Name' column on the print.
9. **Add New Attendee** > This button allows users to add additional attendees as needed.
10. **New Team Meeting** > This tool bar button allows users to add additional meetings associated with this plan as needed.