I-Star IEP
Technical Assistance Webinar

December 13, 2016

Webinar Tips

Notice – This Webinar Is Being Recorded!

This webinar is being recorded.

Please do not provide any student information

- **Tips for Listening**
  - Computer speakers
  - Headset connected to a computer
  - Telephone

- **Tips for Speaking**
  - Make sure you have a microphone plugged in or the computer you are using has a microphone before raising your hand.
  - Make sure all audio settings in the computer are un-muted and speakers are turned down before talking.

- **Question & Answer**
  - Question & Answer Session will be held at the end of the Webinar.
  - Raise your hand to ask a question.
  - All text messages are logged.
  - Text questions will be posted in a Q & A document after the Webinar.
  - If you are using a telephone, the audio pin number must be typed in correctly before you can talk.

- **Troubleshooting**
  - If you are disconnected from the Webinar at any time, you can click the link that was provided to you in your email or you can re-register for the Webinar to gain access.
  - If you are listening via telephone and close out of the Webinar on your computer, you will be disconnected.

- **Welcome / Introductions**
- **Topics of Discussion**
- **Question and Answer**
- **Key Dates/Information**

ISBE Key Team Members

- Donna Schertz

  Special Education Services Supervisor

- Connie Heinz

  Special Education Services

- Erin Cray

  Special Education Services

- Laura Quimby

  Assessment and Accountability

- *Natalia Foard*

  Information Technology

- *MaryAnn Hedlund*

  Information Technology

- *Jeremy Peck*

  Information Technology

- *Kabbi Reddy*

  Information Technology

Presenters

- Donna Schertz

  Special Education Services Supervisor

- Connie Heinz

  Special Education Services
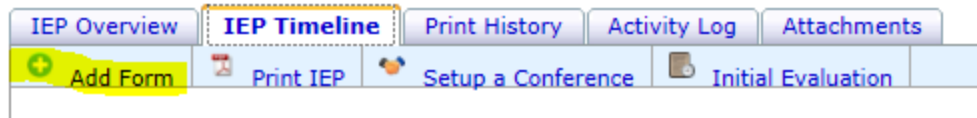
Today's topics of discussion:

- Eligibility forms

- Save Now button

- Future items

- When conducting an eligibility meeting and IEP at the same meeting, the <u>eligibility forms</u> should be made official before the IEP Conference Summary form is made official.

- If not completed in the above order, the reevaluation date and eligibility category will not show up correctly on the IEP forms

- If a student is found ineligible, be careful of the order you make forms official. Once you make the Conference Recommendations official, you are not able to make any changes to any of the others forms associated to that meeting.

Eligibility forms can be attached to a meeting several ways:

- From the "Add Form" tab as indicated below OR

IEP Overview	**IEP Timeline**	Print History	Activity Log	Attachments
Add Form	Print IEP	Setup a Conference	Initial Evaluation	

- From the "Add Form to Meeting" button next to the meeting

Edit Meeting
Meeting Attendees
Print Meeting Forms
Print Meeting Attendees
Add Form to Meeting
Make Meeting Official

complete your child's evaluation.
Review your child's recent evaluation to determine (reconsider or change) continued eligibility for special education and related services.
Review and/or revise your child's IEP to determine special education and related services and placement.

Date: **12/13/2016 2:00:00 AM**
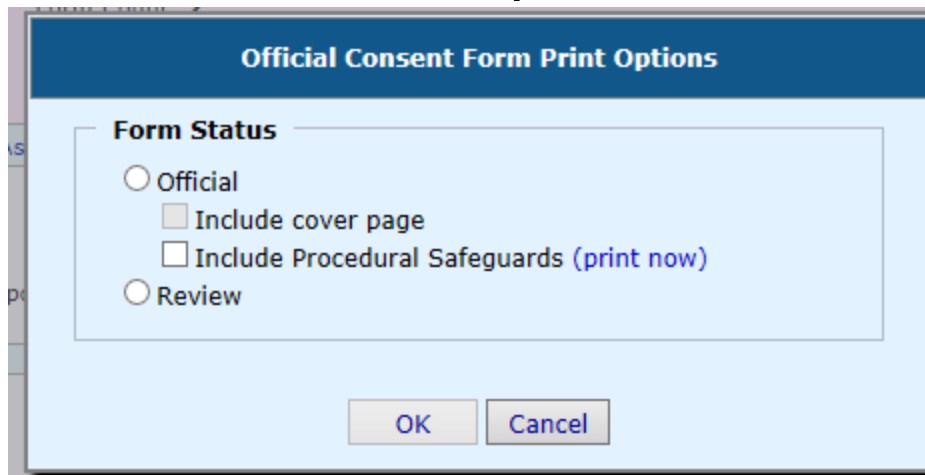Location:
Attendee Count: **4**
Form Count: **2**
Cancelled: **No**
Details: Review the child's educational status and determine what additional data, if any, are needed to complete the child's evaluation. Review th child's recent evaluation to determine (reconsider or change) continued eligibility for special education and related services. Review and/o revise the child's IEP to determine special education and related services and placement.

When printing the following forms, the below screen will appear. Click on Official or Review tab to print the forms:

- Consent for Initial Evaluation

- Consent for Reevaluation

- Consent for Initial Provision of Special Education and Related Services

Official Consent Form Print Options

Form Status

○ Official
   ☐ Include cover page
   ☐ Include Procedural Safeguards (print now)
○ Review

OK   Cancel

When completing the Eligibility Determination form, your answers to the following questions determine if the student is eligible.

Eligibility Determination — Step 2 of 4

You are setting up the determinant factors for the student's suspected disability. Select the check box if there are determinant factors and enter any evidence that will support your claim either way. If evidence of determinant factors exists, the student is not eligible for services under IDEA and any subsequent steps will be skipped.

Spell Check

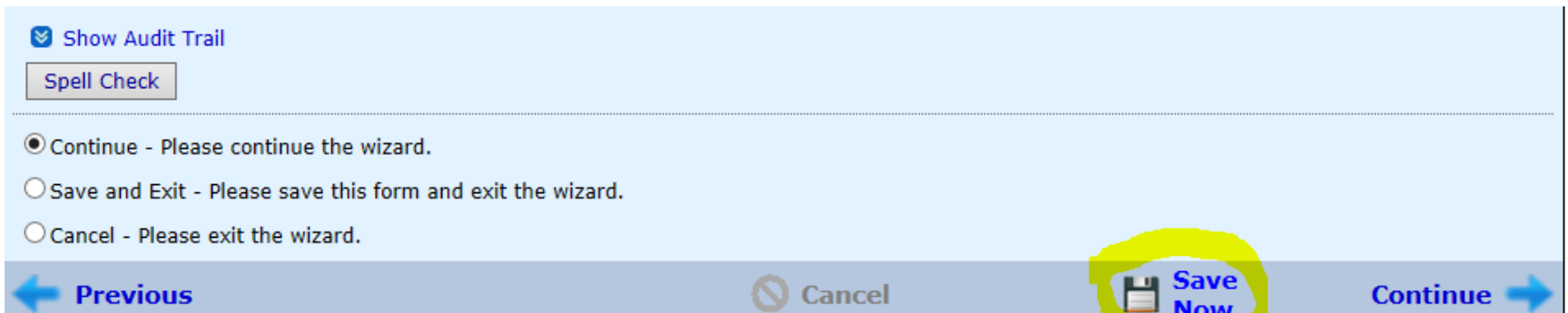**Determinant Factors**

Relevant	Evidence Provided
○ Yes ○ No	Lack of appropriate instruction in reading, including the essential components of reading instruction **(Evidence Provided)**
○ Yes ○ No	Lack of appropriate instruction in math **(Evidence Provided)**
○ Yes ○ No	Limited English Proficiency **(Evidence Provided)**

Based on information from the previous screen, this student was found not eligible

Eligibility Determination — Step 4 of 4

The child's special education eligibility status is stated below and determined based on the selections made on the previous steps of this wizard. If the child is deemed not eligible the reason(s) for the ineligibility will be listed. When you are done reviewing the status and are ready to save this form click Submit.

Based on the information entered, this student **is not eligible** for Special Education Services.

Reasons for ineligibility:
    A Determinant Factor has been deemed relevant.

☑ Show Audit Trail

- <u>Save Now</u> button is located at the bottom of most screens

- We will continue to add this feature to all screens

- This feature allows you to SAVE the entered information while staying on the screen, allowing you to enter additional information but ensuring information already entered is saved

- FACTS codes for eligibility categories will replace the abbreviations:

    ✓ Currently in I-Star IEP: Specific Learning Disability (SLD)

    Autism (Aut)

    ✓ *Future Change:*   *Specific Learning Disability (D)*

    Autism (O)

- For students previously found ineligible, a new button entitled "Start New Evaluation" will be added. This button should be utilized if and when you are beginning another evaluation.

Let's Hear from You!

- Next webinar date: January 10, 2017

- Key Dates:
  - 2017 dates – 2nd & 4th Tuesdays of the month for January - March

- Website: **http://www.hbug.k12.il.us/**
  - ISBE Announcements
  - User Manual

- I-Star IEP listserv: I-Star-IEP-join@list.isbe.net

- Assistance Needed:
  - Help with mechanical/system errors: istar@isbe.net
  - Help with completing forms: Connie Heinz or Erin Cray at 217/782-5589