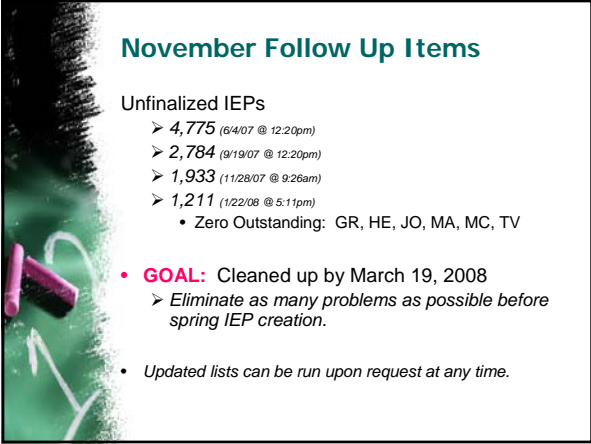







AGENDA

- November Follow Up
- SSEM Statistics
- Known Bugs List
- Enhancement Release 4.2.0
- Future Enhancements
- Forms Committee
- Access to Flying Colors
- Future Training
- EMIS Implementation Plan




November Follow Up Items

- Unfinalized IEPs
- 4,775 (8/4/07 @ 12:20pm)
 - 2,784 (9/19/07 @ 12:20pm)
 - 1,933 (11/28/07 @ 9:26am)
 - 1,211 (1/22/08 @ 5:11pm)
 - Zero Outstanding: GR, HE, JO, MA, MC, TV
- **GOAL:** Cleaned up by March 19, 2008
 - Eliminate as many problems as possible before spring IEP creation.
 - Updated lists can be run upon request at any time.




SSEM Statistics

- July 2007
 - 289 Districts live on SSEM across 16 ITCs
 - Represents 488,889 District ADM
- January 2008
 - *Numbers are up a bit, still waiting for information from four ITCs to have counts.*




Known Bugs List

- Quote Marks – funky characters
- Upload Forms Merge Order
 - Correct issue where uploaded forms will convert to same order number when merge order is saved.
 - (In release 4.2.0 – late January)



Known Bugs List

- D2D Transfer of same finalized set
 - Correct issue where not able to transfer a form set to the same district after the initial transfer was deleted.
 - Status shows transfer successfully, but will not display on the Transfer Status & Reports or in receiving district.
 - Workaround to rename the finalized set and then transfer.
- EMIS Review Report for Teachers
 - Correct No Results issue for teachers attempting to run EMIS Review Report due to invalid data in district database



Enhancement Release 4.2.0

- **Generating EMIS Data Collection Form**
 - Ability to print the EMIS DCF prior to finalization
- **Print Merge Screen**
 - Change blue plus selection to check boxes
 - Change merge order to reorganize when saved
 - Change "Delete" buttons/icons to "Remove"
 - Change screen header to "Print Merge"




Enhancement Release 4.2.0

- **Finalize Forms Screen**
 - Change blue plus selection to check boxes
 - Change merge order to reorganize when saved
 - Will fix Known Bug "Upload Forms Merge Order"
 - Change "Delete" buttons/icons to "Remove"
 - Change screen header to "Finalize Form"
- **Present Levels Bank**
 - Addition of bank with Add Indicators on PR07P1 IEP Cover Page - Step 2




Enhancement Release 4.2.0

- **Rename a Form**
 - Ability to rename form once it is created
- **Share Banks**
 - Tabled until later release due to necessity for more extensive planning of functionality.



Future Enhancements

- Current Enhancement List (attached)
 - *Gray shading denotes previous LACA top 10*
- Prioritizing Enhancements for July 2008
- Vote on Top 10 Enhancements at June Meeting



Forms Committee

- New/Updated Forms
 - *Adding to system with SSEM 4.2.0*
 - *Include ETR Cover page, Fine Motor, Gross Motor, Hearing, Observation, Social Emotional, Vision, and Employability Skills*
- Next Meeting - February 12th @ 9:00-12:00
 - *Evaluation Planning Forms*
 - Solicit district/user feedback prior to meeting




Access to Flying Colors

- **District staff access to Flying Colors Public Preschool's students for school aged transitions**
 - *Davelyn Ross*




Future Training

- New Users Training
 - March 14 @ 8:30 - 11:00
 - LACA Front Lab
 - Open to 15 attendees
- District Training - contact Heather to schedule
 - Dates available beginning in mid March



Future Training

- Regional SSEM to EMIS Training
 - Tuesday, March 4th
 - 8:00 - 11:00 -or- 1:00 - 4:00
 - MEC (beside Franklin Co ESC)
 - LACA has 11 available seats
- Future Enhancement User Feedback Session
 - Tuesday, March 4th @ 11:00 - 1:00
 - Lunch provided



EMIS Implementation Plan

- Process Flow presented last meeting (attached)
- All Districts need to start Step 3: Data Clean Up
 - Identify all special education students who should be part of SSEM to EMIS extract
 - Verify all identified student's current IEPs are finalized
 - Verify all identified students are on EMIS Review Report
 - Proof EMIS Review Report for inaccurate records (both student and effective dates)



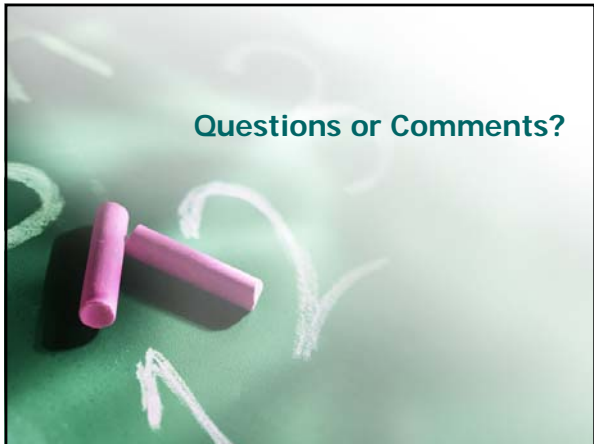
EMIS Implementation Plan

- Present full functionality to EMIS Coordinators at February meeting
- Regional Training
 - March 4th @ 8:00 - 11:00 or 1:00 - 4:00
- Clean Up Workshop
 - March 12th @ 8:00 - 4:00 (at least 3 hours)
- Report Back at Director's Meeting
 - March 19th @ 1:30
 - Guided Training for other districts at meeting



07-08 Meeting Dates

- Wed, March 19th @ 1:30pm
- Wed, June 11th @ 1:30pm



Questions or Comments?

ID	Enhancement/Issue	Type	Notes
PRIORITIZED INTO JANUARY 2008 ENHANCEMENT RELEASE (SSEM 4.2.0)			
C10 ¹	Ability to print Data Coll Form before finalization	App	Ability to print the Data Collection Form at the IEP meeting, prior to finalization, so information can be reviewed and possibly used as a checklist.
A28 ³	Print Merge selection (case #53991)	App	Changing form selection process on Print Merge screen so user can check all forms they want selected and then click "add to list" to populate the "Selected Form(s) to Print". This should speed up the selection process instead of selecting one form, waiting for it to update the selected forms list and then continuing selection of forms individually. --Also includes corresponding change to Finalization Screen to keep cohesive. --Also includes modifications to Merge Order selections so forms will reorganize with adjusted/saved order. This will be on both Print Merge and Finalization screens and will resolve issue with merge order for uploaded forms.
C3	Print Merge/Finalize "Delete" change	App	Change the delete icon (from list) on the Print Merge and Finalization screen to "-" (minus sign). Also otherwise suggested to change "Delete" to "Remove" to clear up confusion. --Will be included with A28 as very minor addition to the work.
E10	Finalize Forms Header	App	Change header of Finalize Forms page from "Form Merge" to "Finalize Forms" --Will be included with A28 as very minor addition to the work.
E11	Print Merge Header	App	Change header of Print Merge page from "Form Merge" to "Print Merge" --Will be included with A28 as very minor addition to the work.
A17 ⁸	Bank: Present Levels of Performance	Bank	Bank for present levels of performance (PR07P1 Step 2) with add indicators button
A12 ⁶	Rename a form	App	Ability to rename a form once it has been created (without finalizing and creating new from existing)
REQUESTED ENHANCEMENTS			
A1	User preferences	App	Ability for users to set defaults such as view, spell check, their demographic information (name, title, school address, phone number, email address, etc), sharing proposed forms, reports settings, etc.
A2 ⁵	IEP Effective Dates & IEP Meeting Date	App	Auto pull IEP Effective Dates keyed on PR07P1 onto IEP Attach Pages. Auto pull IEP Meeting Date keyed on PR07P1 onto the PR07P6.
A3 ¹⁷	Security Module	App	Major revision to the security module of SSEM allowing access to be granted to users by features allowing greater flexibility to meet district needs.
A5 ¹⁸	Multiple district access interface [PROGRESSBOOK ENHANCE]	App	Ability for users to access information from multiple districts from one user login (e.g. ESC personnel with students from multiple districts). [Will be a ProgressBook enhancement that SSEM can utilize.]
A6 ¹⁵	Report: Viewed Forms	Rpt	When "new form" icon goes away because the teacher has read the IEP, ability to generate a report displaying who has read which IEP, who hasn't read IEPs. Create a running log of who accesses a form and when (time & date).
A7	Reports - Add Class Field	Rpt	Ability to run reports feature for entire class in addition to building and grade.
A8	Additional indicators to Add Indicators section. [PROGRESSBOOK ENHANCE]	App	Ability to add custom indicators (e.g. physical education, theology, speech) to Add indicators section. Also would provide ability to enter additional state indicators (e.g. Pre K for Science & Soc Studies). Working on a way for ITC to have SA add ITC specific benchmark information
A9	Comments Icon	App	Enable icon color change when comments have been keyed so user can easily identify forms with comments. Potentially different color for my comments and other user comments.
A10 ¹⁴	Building Level access (User Preferences Component)	App	Component of User Preferences feature. Also, restriction for building wide employees in SSEM that they would only have access to the building(s) they are given access to in PB. Currently they can see the entire district or a case mgmnt class must be built that needs to be updated with applicable students.
A11	Age Display (User Preferences Component)	App	Age will display in current years and months (e.g. 3 years 6 months would display 3.6). User would have ability to turn this off/on in user preferences. Also requesting field to note the date the age was determined "as of date".
A13	Add Indicators Change	App	Change insert of indicators to just include the indicator and not the standard as well.
A14 ¹⁰	Report: MFE	Rpt	Report for MFE Due Date pulling off IEP forms. Need to develop what fields should be on this report. ODE approval of field addition required.
A15	Accomodations selections	App	Ability to select Accomodations to PR07P6 from PR07P2
A16	View Forms Sorting - Individual Form View	App	Ability to sort forms by finalized date when viewing in the Individual Forms view. Currently the forms are sorted by form type.

ID	Enhancement/Issue	Type	Notes
A18 ⁴	Attachment Page link from initial form	App	Ability to click from an initial form to get the attachment page directly from that page. Currently, the user must close the initial form, return to the homepage, create/name the attachment page and resume typing. --Software Answers still investigating whether this is possible.
A20 ²	Progress Reports - mass printing	App	ability to print all proposed progress reports for all students within a class
A21	Report: All spec ed students	Rpt	Report to run for all special ed students with address, phone, etc information
A22	Reports - by login access	Rpt	Ability to run current reports (IEP Due Date and Accommodations) for the entire district in addition to current options of building/grade/student if you are a district-wide user or restricted by classes if user is a teacher with classes.
A23	Bank: Procedure	Bank	Create a bank for the Procedure field on the PR07P2 that the user can populate with values. (changes made a 7/20/06 SESAC meeting).
A24	Bank: Reporting Schedule	Bank	Create a bank for the Reporting Schedule field on the PR07P2 that the user can populate with values. (changes made a 7/20/06 SESAC meeting).
A25	Bank: Who	Bank	Create a bank for the Who field on the PR07P2 that the user can populate with values. (changes made a 7/20/06 SESAC meeting).
A26	Progress Report - New - 6 column	Form	creation of a six column progress report for districts using six-week reporting periods
A27 ³	Progress Report - new - 8 column	Form	creation of an eight column progress report for districts sending progress at interm and grade card timeframes
A29 ⁹	Report: Finalized Forms	Rpt	Report showing which students have finalized IEPs in the district and a listing of all forms included in the IEP/EMIS set.
A30	Delete Navigation Option	App	When deleting forms, users would like the option to go back to the same form type they are working in. Presently, once a form is deleted the user is taken immediately back to the homepage. This additional option would be especially helpful for those users who are cleaning up forms for an entire district.
B1 ⁸	Batch Job for Data Collection Form	App	Ability to run a batch job to generate/print all Data Collection Forms for a class/building based on access level instead of running report and opening up form for each student individually
B2	Report: Proposed Forms	Rpt	Report indentifying students with "proposed" forms generated. Also ability to select which forms are locked/unlocked on the report.
B4 ¹¹	Bank - Add to Banks from Forms	Bank	Ability to add statements to banks from the form entry page instead of having to close form, go to set up options, add statement to bank, then return to form.
B5	Reports - Check for Inactive Students	Rpt	Ability to check to include inactive students on IEP Due Date report. Current report automatically includes inactive students.
B7	View Forms icon on Dashboard - disappear	App	Change so icon does not disappear when form has been read. Possibly change color of icon, but have icon remain on dashboard
B9	Bank: PR06P1/PR06P4	Bank	New bank for the Evaluation Part A (PR06P1) and Eval Attach Page (PR06P4). Same bank for both pages.
B13	Bank - Add indicators from Bank setup	Bank	Ability to access indicators when building bank items instead of just when adding bank items to the forms.
C1	Bank: PR06P2 Eval Part B	Bank	New bank for the Evaluation Part B (PR06P2).
C2 ¹	Report: Build Your Own Report	Rpt	Ability to build your own report by selecting fields from the various forms. For example, IEP At A Glance containing: Name, DOB, Grade, Eff Dates, Student ID, Summary of Special Services, Goals, Objectives, Services, Testing w/ Accom. Ability to save custom reports by user.
C4	Banks - Sort order for items in banks	Bank	ability to set an order for the items in the banks (like able to do for the categories in the banks)
C6	Bank: PR06P3 Eval Part C	Bank	New bank for the Evaluation Part C (PR06P3) - use same bank for all text fields.
C9	Eval Only Form Set	App	Ability to generate the Data Collection Form for students who do not have an IEP, but have an Evaluation only as districts are still required to report EMIS info for this students.
C11	Pull PR06P1 to PR07P1	App	Ability to pull information for the PR07P1 Cover page from the PR06P1 Evaluation form - prevent rekeying information on both forms.
C12	Create from Existing restrictions	App	Change create from existing to restrict down to which from the user is creating instead of seeing all forms in the form type. With progress reports, user would also be able to see the goal pages.
D1	Insufficient Security noticeat Special Services Link	App	Requesting that an "Insufficient Security" message replace the error page when a user with no SSEM access clicks the Special Services link.

ID	Enhancement/Issue	Type	Notes
D2	Pull DOR and DOS from demographics	App	Requesting that the District of Residence (DOR) and District of Service (DOS) pull from the student's demographic record instead of defaulting to the users district.
D3	EMIS Review Report row selection	App	Requesting blue pin on EMIS Review Report be changed to the arrow icon. This would be to make SSEM consistent as the pin typically indicates editing and the arrow indicates selection.
D4	EMIS Review Report unselect row	App	Ability to unselect, or unhighlight, a row after selection. Only option now is to highlight another row.
D5	D2D district search "Go" button	App	Ability to press Enter key on the keyboard to start search instead of using mouse to click Go button. Other screens in PB allow Enter key to active Go button
D6	D2D district search by City	App	Ability to search by city in the district search of D2D
D7	Parent Email Address on PR07P1	Form	Add parent email address to the PR07P1 Cover Page (will require approval of ODE & email address demographic field) --Okayed by ODE 11/09/07
D9	PR02 Time textbox	Form	Expand the time textbox on the PR02 Parent and General Invites to allow for time range (e.g. 10:00-10:45). Currently the last character gets truncated.
D10	ETR-01 CVR statement change	Form	Change "the Individuals with Disabilities Act (IDEA)." to "the Individuals with Disabilities Education Improvement Act (IDEIA) of 2004." on the Eval Cover Page
D11 ¹²	Unfinalized Forms Report	Rpt	Report indentifying students with unfinalized cover pages. Include building, student name, form create date and form name.
D12	Edit Finalized Group Name	App	Change security for Edit Finalized group name to grant access to make change. Do not want all users to be able to rename finalized group.
D13 ¹⁶	Upload Forms before finalization	App	Ability to upload forms before the finalization so one user can upload the necessary forms and they will be available for another user when they finalize the set.
D14	PR07P2 Accommodations	Form	Expand the textbox for accommodations and decrease the service textbox under frequency.
D16	PR02 Date textbox	Form	Add field under Date for day of the week.
D17	D2D Contact Information	App	Add icon/page under D2D to search for contact information with districts using SSEM.
D18	Finalize ETR Set	App	Add Evaluation Team Report (MFE) Set option to the finalize page to automatically pull in evaluation forms when finalizing.
D19	Security Roles Grid View	App	Add Select All options to Security Roles Grid View
D20 ¹⁹	Additional SSEM Level	App	Add additional security level for use at ITC discretion --Could be included with D30 as very minor addition to the work.
D21	SSEM Admin Homepage	App	Remove Assign PA Security from SSEM Admin Homepage as functionality not possible with SSEM. Also remove PA security levels from options.
D22	View Forms Individual Form Display	App	Modify Individual Form display to show all the forms within a set, but only allow one icon to click on to view the set.
D23 ¹³	Form Student Name textbox	Form	Modify Student name textbox in upper right corner on all forms to three inches long to accommodate full names being exported from DASL.
D24	Change EMIS Extract error message	App	Change wording on the EMIS Extract generator from "errors occurred" to "data errors occurred"
D25	Change Form Names for MP Forms	App	Add descriptor to the short form names from the state page name (PR-07 PAGE 1) to include a descriptive page name (PLOP or COVER) to make forms easier to identify in finalization & merge.
D26	Remove Gifted Form Group	App	Remove Gifted form group from the software. It is confusing to teachers to see it in the listing even though it is not active.
D27	Create from Existing autosave	App	Change current save settings on Create from Existing forms - currently the copied non-demo data is saved to the new form (without saving form) but demo data is not. Form must be saved for demo data to be stored on form. This is confusing for users.
D28 ²⁰	Parent Name textbox	Form	Add second parent name textbox to PR07P1 and ETR-01 CVR for joint custody situations. --Okayed by ODE on 11/09/07
D29	EMIS Transaction Log sorting	App	Change EMIS Transaction log to display most current transaction on top. Also add the ability to purge old transactions.
D30 ⁶	Security Change in EMIS Tools	App	Change security for the EMIS functionality so that access can be granted by the individual icon, not just the entire feature. Level 500 - All EMIS, 510 - EMIS Rvw Rpt, 520 - Build EMIS Extract, 530 - Process EMIS Files/View Log
D31	Change color on EMIS Review Report Selection	App	Change highlight color from red for those unable to see that color.
D33	Batch Transfer for D2D	App	Ability to perform a batch transfer of IEP forms to another district. Applicable in the case of district transfer to JVS or preschool to home school.

ID	Enhancement/Issue	Type	Notes
E2 ⁷	View Forms icon on Dashboard - open forms	App	Update icon so users can click on it from dashboard to open View Forms page in SSEM for that student's forms.
E3	View Forms icons	App	Move delete icon on View Forms screens (for admins with delete finalized access) a bit further away from the View Form icon.
E4	Level 100 Student Access	App	Ability to show only the students with finalized forms for Level 100 users when they access SSEM.
E7	Sharing Banks	App	Ability to share banks from one user to another like the PB lesson plan sharing functions. Would no longer be necessary for Admin to build district bank as the district designated user could build bank and share with all district users.
E9	Admin Security Levels Grid	App	Gridview of security levels similar to security roles gridview currently on the admin screen.
E15	D2D Retransferring form sets (case #54003)	App	Ability to transfer the same form set to the same district more than once after the original transfer has been deleted. Currently, form set must be renamed before it can be retransferred to the receiving district.
E16	Save Error Message (case #53737)	App	Create more descriptive Saving Error message and write all errors to an Error Table for investigation and issue resolution.
E17	Finalization Pull if Present	App	Remove the PR04 and PR06P2 from IEP pull if present listing as this is causing problems on finalization understanding difference between IEP and MFE/ETR forms
E20	Refinalize pick form option	App	Option when refinalizing an IEP to select the forms from the original set in order to select all the goal pages from IEP. Currently 'use previous' only pulls one of the goal pages
E21	Finalized Form Flag	App	Flag on finalized set to not report set to EMIS. Provides option to exclude improperly finalized form sets without deleting the set.

SUGGESTED ENHANCEMENTS - to be discussed at March 2008 SESAC Meeting

F1	PR07P1 Current MFE Date	Form	Modification to the wording "Current MFE Date" to clarify event for users as some are using it to note the date of last MFE and some the MFE due date.
F2	Timeout Timer reset from Save Form button	App	Ability for the Save Form button to reset the timeout timer on the forms just as the Close and other buttons currently do.
F3	Search at District Level	App	Ability to search by entire district instead of being required to select the building before searching for the student. For users with district-wide access.
F4	PR07P7 Annual Review Section	Form	Change the annual review section on the form so the agreement statement is the first option so it is consistent with the other signature sections on the form. Will need approval from ODE to make change (holding for updated forms in March 2008).
F5	Font Size on Forms	Form	Increase font size of the text on the forms. Currently Times Roman 10pt. (This change would reduce the amount of text that could be keyed into form fields).
F6	Default testing dates on EMIS Form	EMIS	Code the EMIS Data Collection form to automatically pull the default testing dates for the achievement (May) and OGT (March) tests. Users will still be able to select other months when necessary, but will reduce the amount of work to clean up EMIS errors.
F7	Required Set notice on SSEM homepage	App	Modification to SSEM homepage noting which forms are required for IEP/EMIS Set.

End of Listing

* Denotes Priority Item as voted previously by SESAC

EMIS Implementation Plan (Process Flow)

Step 1: Pilot Selection/Role Identification

- ITC chooses a district to pilot the SSEM to EMIS Import
- ITC/District choose reporting period for initial LIVE import (February or YearEnd)
- District determines who will be point person for implementation as well as key roles below
 - *Implementation Team Leader* – communicates with ITC contact and coordinates efforts of Implementation Team
 - *Master Finalizer* - Verify finalization of completed IEPs
 - *Master Enterer* - Enter corrected EMIS Data Collection Form (DCF) data into SSEM
 - *Master Verifier* - Verify/process EMIS extract errors

Step 2: Pilot District Training

- ITC trains Implementation Team on SSEM to EMIS process (which includes finalization, data flow to EMIS form, error verification and correction, import into EMIS)
- ITC/District (re)trains special ed staff on finalization, generating EMIS DCF, and importance of accuracy

Step 3: District Data Clean Up

- District identifies all special education students who should be part of SSEM to EMIS extract
- District verifies all identified student's current IEPs are finalized
- District runs EMIS Review Report, verifying all students on list match district sped list
- District proofs EMIS Review Report for inaccurate records (both students and effective dates)
 - This will require comparing finalized IEPs against Review Report for validity.
 - Improperly finalized IEPs may need refinalized and old IEP deleted from system.
 - May be beneficial to compare actual signed IEP with finalized set in system.

Step 4: District Extract Processing

- District runs EMIS Extract for entire district
 - Process and correct errors identified on extract error log
 - Modifications to EMIS DCF for missing/invalid data
 - Rerunning EMIS extract either by district for updated master list or by student for individual verification
 - Repeat processing until district EMIS Extract runs without error log

Step 5: District Extract Transmission

- District processes EMIS Extract Files for entire district for selected report period ([root directory for Special Services website]\Output\EMIS)

Step 6: District Import Transmission

- ITC creates backup of databases
 - McSIS district – SIS data directory and reporting period EMIS database
 - DASL district – DASL district database
 - eSIS district – [need advisement from eSIS Import Team]
- District processes import into appropriate EMIS database per student system instructions
 - McSIS district – run SSEMLOAD (REMIS program) which loads info into SIS and appropriate EMIS databases
 - DASL district – run SSEM Import for the correct district and report period (Home >> Management >> Import/Export >> SSEM Import)
 - eSIS district – [need advisement from eSIS Import Team]

EMIS Implementation Plan (Process Flow)

Step 7: District Import Verification

- District verifies Import error log
- District verifies information from SSEM matches data imported
 - McSIS district – SIS and proper EMIS database
 - DASL district – DASL
 - eSIS district – [need advisement from eSIS Import Team]

Step 8: Run EMIS Aggregations

- District pushes student information into State EMIS
 - McSIS district –
 - Run UNCLEMIS for appropriate reporting period
 - Correct any errors found in UNCLEMIS
 - DASL district –
 - Run 'Verify/Update DASL EMIS' for appropriate reporting period
 - Correct any errors found in verification process
 - Run 'Transfer DASL EMIS to State EMIS' for appropriate report period
 - eSIS district – [need advisement from eSIS Import Team]
- District runs EMIS Aggregations against reporting period and corrects any errors found