



# Verification of Eligibility Form Out-of-District Transfer Evaluation Information

## Washington

## IEPPLUS

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**OVERVIEW**

The Verification of Eligibility Form is an Out-of-District Transfer Evaluation Information form. It is used to verify the eligibility for Special Education services & accommodations for students transferring into the district from another district.

**FORM INSTRUCTIONS**

**FORM CREATION**

There are 4 steps to create the Verification of Eligibility form:

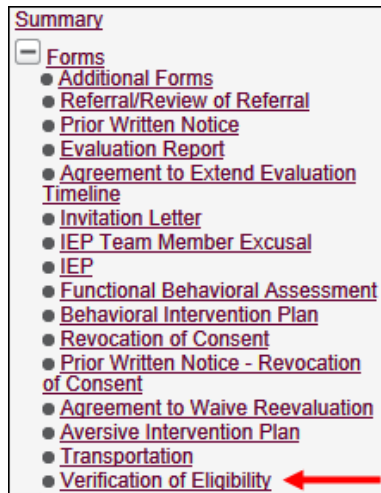
1. Select a student
2. Enter a form date range
3. Select a meeting (or create a meeting)
4. Select a letterhead

**STEP 1 – SELECT STUDENT**



1. Click Student Management > Manage an Existing Student.
2. Use the Search window to find the student based on either, Last Name, First Name or Student ID.

A search window interface. On the left, it says "Search on" followed by a dropdown menu currently showing "Last Name". To the right of the dropdown is the word "for" and an empty text input field. Further right is a button labeled "Search".

3. Click Search. Then click the appropriate Name to select a student.
4. Once a student has been selected, the student’s Name, Gender, Birth Date, ID, and Grade will display. The Transportation forms that can be created for a student will be listed. Click on the ‘Verification of Eligibility’ link:



5. The Verification of Eligibility Summary screen will display, listing any prior forms created for the student. The most recent form will display at the top of the list. To review an existing form, click the appropriate link. To create a new form, click the ‘New’ icon.

 <b>Verification of Eligibility Summary</b> for Atlantique, Carol K.			
<b>Date</b>	<b>In Use by</b>	<b>Meeting</b>	
* 8/20/2014		7/15/2014 IEP Team Meeting	0
*Unfinalized			

**STEP 2 – ENTER FORM DATE RANGE**

Enter a Start Date & End Date for the Verification of Eligibility form. These dates are mandatory and must be entered in order to create the Verification of Eligibility form.

**STEP 3 – CREATE NEW OR SELECT EXISITNG MEETING**

If a Meeting does not already exist, then the user may create a new one. For a Meeting that already exists, the user can choose it from the drop-down. The meeting is mandatory and must be present in order to create the Verification of Eligibility form.

**STEP 4 – SELECT LETTERHEAD**



If a Letterhead already exists, choose it from the drop-down list. If the Letterhead is already set in ‘Options > Set Systemwide Options > Main Letterhead’ or ‘Options > Set My Options > Main Letterhead’, then it will automatically show 1<sup>st</sup> in the drop-down (but the user may change it at this point if necessary).

**Create a new Verification of Eligibility Form**

This process will collect the information required to create a new Verification of Eligibility Form  
Please fill in all required information then click "Create Form" when you are finished.

---

**Enter Date Range for this Verification of Eligibility**


Start Date   End Date  

---


**Select a Meeting for this Verification of Eligibility**

Create a Meeting


Enter a Meeting Date:

Select a Meeting Type:


 

OR

Select an existing Meeting  

---

**Select a Letterhead for this Verification of Eligibility**



---

*\*\*The Letterhead is not a mandatory field because it may be selected after the form is created.*

NAVIGATION/TOOL BAR

Once the form has been created, it will display the Main page first. A tool bar will display on the left side of the screen, divided into the following areas:

**1. Sections**

There is a separate link for each section of the form. On this form, there are two sections, and they are “Main” & “IEP Amendment”.

**2. Maintenance**

These options will maintain Form Information such as Form Name, Letterhead, and Meeting. Refresh and Delete functionality are available depending on user security. An example of the Form Information screen can be seen below:

The screenshot shows a 'Form Information' box with three rows:

- Form Name:** Verification of Eligibility
- Letterhead:** SunGard School 3
- Meeting:** 07/15/2014 12:00AM : IEP Team Meeting

**3. Validation**

These options will maintain the following items: Ready For Review, Lock/Unlock, and Finalize. Again, these links are available depending on user security.

**4. File Attachments**

Click the plus icon (+) to add an attachment. Click the minus icon to delete an attachment.

**5. Archives**

Archives are permanent PDF copies of the form. Click Finalize in the Validation section to create an Archived copy. The form should be finalized and archived only after it has been fully completed.

Archives will display the form Meeting Date or Form Start Date (if no meeting exists) and the actual date and time the record was created when hovering over the PDF icon. Archives will display in descending order by date created.



\*Note: Archives may only display the date created and not the meeting/form date, depending on district settings maintained under *Options > Set Systemwide Options > Form*:

The screenshot shows a checkbox labeled 'Use form meeting date instead of date form was finalized?' which is currently checked.

The following options will display at the top and bottom of the form (see screenshot below).

The screenshot shows a tool bar with the following elements from left to right:

- Save icon and text
- Return icon and text
- Reports: WA Verification of Eligibility
- Print Preview link

- **Save**  
Information from each section should be saved before moving to another section.
- **Return**  
Click the Return icon to return to the Form Summary screen.
- **Print Preview**  
Print Preview will display the form in Adobe Acrobat. Mouse over the bottom of the form preview to see the toolbar illustrated below. Select the Print icon or click the Save icon to save a copy of the form to your computer. The plus (+) icon will enlarge the preview for ease of viewing:



**SETUP AND CONFIGURATION**

**CODE TABLE SETUP**

1. Navigate to Maintenance > Manage Code Tables.
2. Select the name of the table from the drop down list (ex: 'Organization Association'):

**Code Table Maintenance**  
[New](#) [Save](#) [Cancel](#)

Select a Code Table  
 Organization Association  [Hide Alternate Codes](#) [Show Language Codes](#)

Description	Active	Alternate Codes
1		




3. To add a code: choose 'New' from the top menu.
4. Enter the Code in the yellow box, and then click on Update. Remember to 'Save' the record when finished:

**Code Table Maintenance**  
[New](#) [Save](#) [Cancel](#)

Select a Code Table  
 Organization Association  [Show Alternate Codes](#) [Show Language Codes](#)

Description	Active	
Home School	<input checked="" type="checkbox"/>	<a href="#">Update Cancel</a>
District of Residence	Yes	<a href="#">Edit</a> <a href="#">Delete</a>

5. To add or edit an Alternate Code, first click 'Show Alternate Codes' at the top of the page. Then click Edit on the applicable Code record to open the record for changes. An example is shown below:




**Code Table Maintenance**

[New](#) [Save](#) [Cancel](#)

Select a Code Table

Organization Association [Hide Alternate Codes](#) [Show Language Codes](#)

Description	Active	Alternate Codes					
Home School	<input checked="" type="checkbox"/>	Type	Description	Start Date	End Date		
		Alternate Code <span style="float: right;">▼</span>	HS			<a href="#">Update</a> <a href="#">Cancel</a>	
		Add					<a href="#">Update</a> <a href="#">Cancel</a>

- Once the record is open, click the appropriate link to add a new Alt Code or Edit an existing one. Clicking delete will remove an existing Alternate Code. When finished with the changes, click the 'Save' icon.

**DATA MAPPING**

**SECTION: MAIN**

1	<b>SunGard School 3</b> 333 3rd Street Building 3, Suite 3 SunGard City, WA 01234-0003 Tel. 555-555-0003 (x333)		2
<b>VERIFICATION OF ELIGIBILITY</b> <b>Out-Of-District Transfer Evaluation Information</b>			
Date of Verification of Eligibility: 7/15/2014		Enrollment Date: 7/1/2014	Start Date: 7/15/2014
Student Name: Carol K. Atlantique		District ID: 151611	State ID: 4313
Neighborhood School: SunGard Organization Name #29		Serving School: SunGard Organization Name #29	Grade: 09
Parent/Guardian Name: Jeffery Aquebogue Communications: Home: 555-555-1111, Work Phone: 555-555-3333		Address: 3555 Veterans Memorial Hwy, Nine Mile Falls, WA, 99026	
Parent/Guardian Name: Hollie Longwood Communications: Home: 555-555-1111, Work: 555-555-5555		Address: 9899 SunGard Avenue, SunGard City, WA, 66920	
Assessment Manager:			
Name	Barry, Elnora		
Position	Assessment Manager		
Transferring from:	Redwood	School District	
Date of Most Recent Evaluation:	6/2/2014	Reevaluation Due Date:	6/2/2014
Current Disability:	5-Specific Learning Disability		
Current Specially Designed Instruction:			
<input checked="" type="checkbox"/> Articulation	<input checked="" type="checkbox"/> Cognitive	<input type="checkbox"/> Communication	<input type="checkbox"/> Fine Motor
<input type="checkbox"/> Gross Motor	<input checked="" type="checkbox"/> Language-Receptive/Expressive	<input type="checkbox"/> Social	<input type="checkbox"/> Vision/Mobility
<input checked="" type="checkbox"/> Written Language	<input checked="" type="checkbox"/> Fluency	<input checked="" type="checkbox"/> Reading	<input type="checkbox"/> Math
<input type="checkbox"/> Behavior	<input checked="" type="checkbox"/> Voice	<input type="checkbox"/> Vocational	<input type="checkbox"/> Hearing
<input type="checkbox"/> Vision	<input type="checkbox"/> Adaptive		
<input type="checkbox"/> Other:			
Related Services and Supplemental Aids:			
This is a sample of the 'Related Service and Supplementary Aid'.			



This Evaluation Report has been determined to be:	
Current: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	21
Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Appropriate: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If <b>NO</b> , is checked above:	
<input type="checkbox"/> The Evaluation Report is older than three years. A reevaluation will be immediately initiated.	22
<input checked="" type="checkbox"/> The eligibility and compliance records are considered incomplete at this time. The following information will need to be received and documented within 30 calendar days of initiation of service. If the listed information is not received a reevaluation will be initiated and complete within 25 school days following the 30th calendar day of initiation of services.	
Information Needed:	
<input type="checkbox"/> This is a sample of the 'Eligibility Information Needed'.	23
<input checked="" type="checkbox"/> We do not concur with the current categorical designation for the following reasons. Therefore a reevaluation will be immediately initiated to meet compliance standards.	
Reasons:	
<input type="checkbox"/> This is a sample of the 'Reevaluation Needed Reasons'.	24
If <b>Yes</b> , is checked above for all three areas :	
<input checked="" type="checkbox"/> As a result of a review of the data in the attached evaluations, the student is confirmed eligible for special education services pursuant to chapter 392-172a-0304 of WAC regulations under the current eligibility category listed above.	25

SECTION: IEP AMENDMENT

VERIFICATION IEP AMENDMENT		
Student Name: Carol K. Atlantique <span style="float: right;">26</span>	Student District Number: 151611 <span style="float: right;">27</span>	Birth Date: 10/30/1997
Date of Current IEP: 1/1/2014 <span style="float: right;">29</span>		28
Start Date: 1/1/2014 <span style="float: right;">30</span>		
<b>Placement and LRE:</b>		
<input type="radio"/> <b>Students ages 3 to 5</b> <span style="float: right;"><b>Choose one:</b></span>		
<p style="font-size: small; margin: 0;">A Regular Early Childhood (REC) program means a program outside the child's home that includes at least 50% children without disabilities.</p> <p style="font-size: small; margin: 0;">If the child attends a REC program, check the appropriate box from the first four choices. If the child does not attend a REC program, check the appropriate box from the five remaining options.</p>	<p style="text-align: center; font-size: small; margin: 0;"><u>In a REC program:</u> <span style="float: right;">31a</span></p> <p style="font-size: small; margin: 0;">REC Program ≥ 10 hours per week &amp;:</p> <p style="font-size: small; margin: 0;"><input type="checkbox"/> Special education services with non-disabled peers</p> <p style="font-size: small; margin: 0;"><input type="checkbox"/> Special education services elsewhere</p> <p style="font-size: small; margin: 0;">REC Program &lt; 10 hours per week &amp;:</p> <p style="font-size: small; margin: 0;"><input type="checkbox"/> Special education services with non-disabled peers</p> <p style="font-size: small; margin: 0;"><input type="checkbox"/> Special education services elsewhere</p>	<p style="text-align: center; font-size: small; margin: 0;"><u>Not in a REC program:</u> <span style="float: right;">31b</span></p> <p style="font-size: small; margin: 0;"><input type="checkbox"/> Separate class</p> <p style="font-size: small; margin: 0;"><input type="checkbox"/> In separate day school (public or private)</p> <p style="font-size: small; margin: 0;"><input type="checkbox"/> Residential facility (public or private)</p> <p style="font-size: small; margin: 0;"><input type="checkbox"/> Home</p> <p style="font-size: small; margin: 0;"><input type="checkbox"/> Service provider location</p>
<input checked="" type="radio"/> <b>Students ages 6 and above</b> <span style="float: right;"><b>Choose one:</b></span>		
<p>A. 393 <span style="float: right;">31c</span></p> <p>= Total minutes per week of building instructional time available for this student (excluding lunch)</p>	<input type="checkbox"/> In general ed. setting 80 to 100% of the time <input type="checkbox"/> In general ed. setting 40 to 79% of the time <input type="checkbox"/> In general ed. setting 0 to 39% of the time <input type="checkbox"/> In separate day school (public or private) <span style="float: right;">31f</span> <input type="checkbox"/> Residential facility (public or private) <input type="checkbox"/> Correctional facility <input type="checkbox"/> Homebound/hospital <input type="checkbox"/> Home-school/parentally-placed private school	
<p>B. 300 <span style="float: right;">31d</span></p> <p>= Total minutes in A. above in which this student is in a special education setting (excluding lunch)</p>		
<p>23.66% <span style="float: right;">31e</span></p> <p>= Percent of time spent in a general education setting (A minus B divided by A times 100)</p>		

Placements <i>(Program Information - Note: Does not print):</i>					
Placement	Initiation Date	Location of Intervention	Duration	Staff Responsible	
<div style="display: flex; justify-content: space-between; align-items: center;"> <span style="border: 1px solid gray; padding: 2px 5px;">Add Placement</span> <span style="border: 1px solid gray; padding: 2px 5px;">32</span> </div>					
Participation in Nonacademic and Extracurricular Activities					
An explanation of the extent, if any, to which the student will not participate with nondisabled students in the general education class, and in nonacademic and extracurricular activities, including a description of any adaptations needed for participation in physical education:					
<div style="display: flex; justify-content: space-between; align-items: center;"> <span style="border: 1px solid gray; padding: 2px 5px;">Add LRE Statement</span> <span style="border: 1px solid gray; padding: 2px 5px;">33</span> </div>					
District <b>will</b> implement prior school district's current IEP.					
<input type="checkbox"/> Yes <input type="checkbox"/> No (see Prior Written Notice and changes below)					
<div style="display: flex; justify-content: space-between; align-items: center;"> <span style="border: 1px solid gray; padding: 2px 5px;">Case Manager: (Case Manager)</span> <span style="border: 1px solid gray; padding: 2px 5px;">35</span> </div>					
Specially Designed Instruction, Services, Supplementary Aids and Supports for School Personnel					
Special Education <i>(specially designed instruction):</i>					
Service	Initiation Date	Frequency	Location of Service	Duration	Staff Responsible for Delivering Service
<div style="display: flex; justify-content: space-between; align-items: center;"> <span style="border: 1px solid gray; padding: 2px 5px;">Add Specially Designed Instruction</span> <span style="border: 1px solid gray; padding: 2px 5px;">36</span> <span style="border: 1px solid gray; padding: 2px 5px;">37</span> <span style="border: 1px solid gray; padding: 2px 5px;">38</span> <span style="border: 1px solid gray; padding: 2px 5px;">39</span> <span style="border: 1px solid gray; padding: 2px 5px;">40</span> <span style="border: 1px solid gray; padding: 2px 5px;">41</span> </div>					
Related Services <i>(i.e. - speech, motor, counseling, vision/hearing, transportation, interpreting services, orientation/mobility, parent training, etc.):</i>					
Service	Initiation Date	Frequency	Location of Service	Duration	Staff Responsible for Delivering Service
<div style="display: flex; justify-content: space-between; align-items: center;"> <span style="border: 1px solid gray; padding: 2px 5px;">Add Related Service</span> <span style="border: 1px solid gray; padding: 2px 5px;">42</span> </div>					
Total time in Special Education: (Minutes per Week): ____					
Transportation	Initiation Date	Frequency	Location of Service	Duration	Staff Responsible for Delivering Service
<div style="display: flex; justify-content: space-between; align-items: center;"> <span style="border: 1px solid gray; padding: 2px 5px;">Add Transportation</span> </div>					
Supplementary Aids and Services <i>(allows student to be educated with non-disabled peers to the maximum extent in general education or other educational setting):</i>					
<div style="display: flex; justify-content: space-between; align-items: center;"> <span style="border: 1px solid gray; padding: 2px 5px;">Add Supplementary Aids and Services</span> <span style="border: 1px solid gray; padding: 2px 5px;">43</span> </div>					
Program Modifications or Support for School Personnel <i>(i.e. - staff development/training, technical assistance, etc.):</i>					
<div style="display: flex; justify-content: space-between; align-items: center;"> <span style="border: 1px solid gray; padding: 2px 5px;">Add Supports for School Personnel</span> <span style="border: 1px solid gray; padding: 2px 5px;">44</span> </div>					

ESY: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <span style="float:right">45</span>						
Extended School Year <span style="float:right">46</span>						
<input type="checkbox"/> The IEP team has determined that this student is eligible for ESY services because these services are necessary for the provision of a free, appropriate public education (FAPE) to the student.						
Description of the skills and/or behaviors that require ESY services in order to be maintained:						
CLICK HERE to enter Description of Skills/Behaviors to Maintain <span style="float:right">47</span>						
<b>Special Education (specially designed instructions) to be provided during ESY:</b>						
Service <span style="float:right">48</span>	Initiation Date <span style="float:right">49</span>	Frequency <span style="float:right">50</span>	Location of Service <span style="float:right">51</span>	Duration <span style="float:right">52</span>	Staff Responsible for Delivering Service <span style="float:right">53</span>	
Add ESY Specially Designed Instruction						
<b>Related Services to be provided during ESY:</b>						
Service	Initiation Date	Frequency	Location of Service	Duration	Staff Responsible for Delivering Service	
Add ESY Related Service						
Transportation	Initiation Date	Frequency <span style="float:right">54</span>	Location of Service	Duration	Staff Responsible for Delivering Service	
Add ESY Transportation						
<b>Supplementary Aids/Services needed during ESY:</b>						
Add ESY Supplementary Aids and Services <span style="float:right">55</span>						
<b>Program Modifications or Support for School Personnel needed during ESY:</b>						
Add ESY Supports for School Personnel <span style="float:right">56</span>						

Special Education Transportation:  Yes  No 57

**Medicaid Verification and Billing Consent**

State law requires the school district to submit claims for health-related services provided to special education students or students referred for special education. These services include physical therapy, occupational therapy, speech-language therapy, audiology, nursing, counselling, and psychological evaluation. With your permission, we will submit your student's name and birth date to the Health Care Authority (HCA) to verify Medicaid eligibility and bill for services provided. Such a request will in no way negatively impact services included in your child's individualized education program (IEP). By giving consent, you are acknowledging that (1) you have been fully informed of all information relevant to the activity for which consent is sought; (2) you understand that the granting of consent is voluntary on your part and may be revoked at any time; and (3) if you revoke consent, the revocation is not retroactive; which means that it does not negate any activity that has already taken place.

- I give consent to verify Medicaid eligibility and bill for services provided with HCA. 58
- I do not give consent to verify Medicaid eligibility and bill for services provided with HCA.

Parent / Guardian Signature

Date

Name / Title (Signatures of the IEP Team)

Team:

+ Add Meeting Attendee <span style="float: right;">59</span>						
Position	Name	Invited	Attended	Method of Attendance		
Parent/Guardian	Aquebogue, Jeffery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Via Teleconference Call	<input type="text" value=""/>	Delete Edit
Parent/Guardian	Longwood, Hollie	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Via Teleconference Call	<input type="text" value=""/>	Delete Edit
Student	Atlantique, Carol K.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unable to attend due to scheduling conflict	<input type="text" value=""/>	Delete Edit
Special Education Teacher	Cameron, Richard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Via Teleconference Call	<input type="text" value=""/>	Delete Edit
General Education Teacher		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	Edit
District Representative		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	Edit
Case Manager	Aguilar, Winifred	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Via Teleconference Call	<input type="text" value=""/>	Delete Edit
Case Manager	Arnold, Emma	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Via Teleconference Call	<input type="text" value=""/>	Delete Edit
Speech and Language Pathologist	Avery, Sasha	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Via Teleconference Call	<input type="text" value=""/>	Delete Edit
Contract Teacher	patel, goraj	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Excused: Documented in Writing	<input type="text" value=""/>	Delete Edit
+ Add Meeting Attendee						

<b>IEPPLUS – WA: Verification of Eligibility Form (Out-Of-District Transfer Evaluation Information)</b>		
1	Client Logo	Client logo image, see Help\Administration for more information
2	Letterhead	Maintenance, Manage Letterhead and/or User Defaults <ul style="list-style-type: none"> <li>• Report Header, footers</li> </ul>
3	Date of Verification of Eligibility	Meeting Date, displays from attached Meeting record.
4	Enrollment Date	Displays the latest Student Enrollment Start Date
5	Services Start Date	Enter Services Start Date
6	Student Name	Student, Demographics Name: First, Middle, Last, Qualifier
7	District ID	Student Demographics, Student ID
8	State ID	Student Identifications > Type = “State Assigned Testing ID”
9	Birth Date	Student, Demographics Date of Birth
10	Neighborhood School	If the student has an Educational Information, Associated Organizations, Neighborhood School, Alternate Code =HS as of the Form Start Date, that location will display, otherwise, the Enrollment Location displays.
11	Serving School	Enrollment, Location as of the Form Start Date. If no meeting is attached, form uses the Form Start Date.
12	Grade	Grade from the Enrollment record as of the form start date.
13a-13c	Parent Guardian, Home Phone	Lists all Parent Guardians and with the Home Phone number. Contact Type = Parent/Guardian, and/or Surrogate Parent <ul style="list-style-type: none"> <li>• Mail Attention line, if blank, uses Contact name field First, Middle, Last names &amp; Qualifier (i.e. John H. Jones Jr.)</li> <li>• If adult student, print student’s name as well.</li> </ul>
14	Assessment Manager	Pick staff from the staff control. The user may also type in the necessary info if needed.
15	Transfer from School District	Textbox
16	Date of Most Recent Evaluation	Important Date record alt-coded “LE”, Type = Alternate Code. If the Important Date record already exists, then it will display the date in this field. If no record exists, then the record is created when the form is finalized. If the user modifies this field on the form, then the Important Date Record is updated when the form is finalized.
17	Reevaluation Due Date	Important Date record alt-coded “RE”, Type = Alternate Code. If the Important Date Record already exists, then it will display that date in this field. If no record exists, then the record is created when the form is finalized. If the user modifies this field on the form, then the Important Date Record is updated when the form is finalized.
18	Current Disability Category	User selects from the Disability from the drop-down menu. The disability record does not get created for the student.



IEPPLUS – WA: Verification of Eligibility Form (Out-Of-District Transfer Evaluation Information)																																														
19	Current Specifically Designed Instruction	Statement Type = Statement <ul style="list-style-type: none"> <li>To display checkboxes set the goal book Category = 'WA_Recommended_SDI'.</li> <li>Order by goal book Code.</li> <li>Goal book, sub category allowable values are as follows: 'Articulation', 'Cognitive', 'Communication', 'Fine Motor', 'Gross Motor', 'Language-Receptive/Expressive', 'Social', 'Vision/Mobility', 'Written Language', 'Fluency', 'Reading', 'Math', 'Behavior', 'Voice', 'Vocational', 'Hearing', 'Vision', 'Adaptive'.</li> <li>The "Other" checkbox will always appear last in the first column.</li> </ul>																																												
20	Relates Services and Supplemental Aids	Textbox																																												
21	Evaluation Report Determined to Be:	3 Yes/No checkboxes. If any of the No checkboxes are selected, then fields 22, 23, 24 are enabled. If all are Yes checkboxes are selected, then enable field 25.																																												
22	Evaluation Report older than three years	Checkbox																																												
23	Eligibility Incomplete/Information Needed	Checkbox																																												
24	Reevaluation Needed/Reasons	Checkbox																																												
25	Student Eligible	Checkbox																																												
26	Student Name	Student, Demographics Name: First, Middle, Last, Qualifier																																												
27	Student District Number	Student, Demographics, Student ID																																												
28	Birth Date	Student, Demographics, Date of Birth																																												
29	Date of Current IEP	Date field																																												
30	Start Date	Defaults to Today's Date, but the user may change it if needed.																																												
<b>Placement &amp; LRE:</b>																																														
31a	3-5 in REC Program	<p>Form, Program, Placements – ability to manage record if student is ages 3 to 5 as of the Form date range.</p> <ul style="list-style-type: none"> <li>Checkboxes (4) which save to the student's placement 'Location of Intervention' fields.</li> </ul> <table border="1"> <tbody> <tr> <td>Early Childhood: at least 10 hrs p/w Other Loc.</td> <td>Yes</td> <td> <table border="1"> <thead> <tr> <th>Type</th> <th>Description</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>CEDARS Code</td> <td>17</td> <td></td> <td></td> </tr> </tbody> </table> </td> </tr> <tr> <td>Early Childhood: at least 10 hrs p/w Regular EC</td> <td>Yes</td> <td> <table border="1"> <thead> <tr> <th>Type</th> <th>Description</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>CEDARS Code</td> <td>14</td> <td></td> <td></td> </tr> </tbody> </table> </td> </tr> <tr> <td>Early Childhood: less than 10 hrs in Regular EC</td> <td>Yes</td> <td> <table border="1"> <thead> <tr> <th>Type</th> <th>Description</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>CEDARS Code</td> <td>18</td> <td></td> <td></td> </tr> </tbody> </table> </td> </tr> <tr> <td>Early Childhood: less than 10 hrs Other Location</td> <td>Yes</td> <td> <table border="1"> <thead> <tr> <th>Type</th> <th>Description</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>CEDARS Code</td> <td>19</td> <td></td> <td></td> </tr> </tbody> </table> </td> </tr> </tbody> </table>	Early Childhood: at least 10 hrs p/w Other Loc.	Yes	<table border="1"> <thead> <tr> <th>Type</th> <th>Description</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>CEDARS Code</td> <td>17</td> <td></td> <td></td> </tr> </tbody> </table>	Type	Description	Start Date	End Date	CEDARS Code	17			Early Childhood: at least 10 hrs p/w Regular EC	Yes	<table border="1"> <thead> <tr> <th>Type</th> <th>Description</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>CEDARS Code</td> <td>14</td> <td></td> <td></td> </tr> </tbody> </table>	Type	Description	Start Date	End Date	CEDARS Code	14			Early Childhood: less than 10 hrs in Regular EC	Yes	<table border="1"> <thead> <tr> <th>Type</th> <th>Description</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>CEDARS Code</td> <td>18</td> <td></td> <td></td> </tr> </tbody> </table>	Type	Description	Start Date	End Date	CEDARS Code	18			Early Childhood: less than 10 hrs Other Location	Yes	<table border="1"> <thead> <tr> <th>Type</th> <th>Description</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>CEDARS Code</td> <td>19</td> <td></td> <td></td> </tr> </tbody> </table>	Type	Description	Start Date	End Date	CEDARS Code	19		
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31b	3-5 not in REC Program	<p>Form, Program, Placements – ability to manage record if student is ages 3 to 5 as of the Form date range.</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Description</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Early Childhood: Home Setting</td> <td>Yes</td> <td>CEDARS Code 13</td> <td></td> </tr> <tr> <td>Early Childhood: Residential Facility</td> <td>Yes</td> <td>CEDARS Code 15</td> <td></td> </tr> <tr> <td>Early Childhood: Separate Class</td> <td>Yes</td> <td>CEDARS Code 35</td> <td></td> </tr> <tr> <td>Early Childhood: Separate School</td> <td>Yes</td> <td>CEDARS Code 16</td> <td></td> </tr> <tr> <td>Early Childhood: Service Provider Location</td> <td>Yes</td> <td>CEDARS Code 36</td> <td></td> </tr> </tbody> </table>	Type	Description	Start Date	End Date	Early Childhood: Home Setting	Yes	CEDARS Code 13		Early Childhood: Residential Facility	Yes	CEDARS Code 15		Early Childhood: Separate Class	Yes	CEDARS Code 35		Early Childhood: Separate School	Yes	CEDARS Code 16		Early Childhood: Service Provider Location	Yes	CEDARS Code 36	
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Early Childhood: Service Provider Location	Yes	CEDARS Code 36																								
31c	School Age - Total Minutes/ week in Building	<p>Textbox</p> <p><u>Table Setup:</u></p> <ul style="list-style-type: none"> <li>Maintenance, Manage Code Tables, <b>Setting</b>, Alternate Code = SE (Special Education) OR GE (General Education) are required for each setting to calculate in this section.</li> <li>Maintenance, Manage Code Tables, <b>Identifications</b>, type = Organization, Special Ed School Day, Alternate Code = SESD and General Ed. School Day, Alternate code = GESD</li> <li>Process:</li> <li>Maintenance, <b>Manage Organization</b>, Identifications, Special Ed. School Day AND General Ed. School Day, Minutes per date are required for calculation.</li> <li>Maintenance, Manage Code Tables, <b>Frequency/Duration</b>, needs Weight Codes (e.g. Month = .25, Semester = 0.555, Week/times = 1, Day/Daily = 5, 2 weeks = .5, 2 weeks = .34 etc.</li> <li>Student, Enrollment, Location as of the date of this IEP Range</li> <li>Autofill text box with the student’s Enrollment, Location, Identification Tab, Type = Alternate Code = GE.</li> <li>Allow user to overwrite auto filled text for the exception student.</li> </ul>																								
31d	School Age - Total Minutes/ week in Special Education Setting	<ul style="list-style-type: none"> <li>Calculate all records (Recommended and/or Next Recommended, excludes summer).</li> <li>Auto-fills Services, Type = Specially Designed Instruction, Setting Alternate Code = SE, total Minutes. The user may overwrite the text for the exception student.</li> </ul>																								
31e	School Age - % time in General Education	<p>Calculated (field 31c) Building Minutes minus (field 31d) Time in Special Ed divided by field 31c (Building Minutes) times 100 = % of time</p> <ul style="list-style-type: none"> <li>Formula: <math>31e = ((31c - 31d) / 31c) \times 100</math></li> </ul>																								



<b>IEPPLUS – WA: Verification of Eligibility Form (Out-Of-District Transfer Evaluation Information)</b>																																																								
31f	School Age – Setting	Form, Program, Placements – ability to manage record if student is ages 6 and above as of the Form date range. <ul style="list-style-type: none"> <li>Check boxes (9)</li> </ul> <table border="1"> <tr> <td>Correctional Facility</td> <td>Yes</td> <td>Type CEDARS Code</td> <td>Description 30</td> <td>Start Date</td> <td>End Date</td> </tr> <tr> <td>Home Schooled</td> <td>Yes</td> <td>Type CEDARS Code</td> <td>Description 31</td> <td>Start Date</td> <td>End Date</td> </tr> <tr> <td>Homebound or Hospital</td> <td>Yes</td> <td>Type CEDARS Code</td> <td>Description 08</td> <td>Start Date</td> <td>End Date</td> </tr> <tr> <td>Private/Parochial Parent Enrolled</td> <td>Yes</td> <td>Type CEDARS Code</td> <td>Description 31</td> <td>Start Date</td> <td>End Date</td> </tr> <tr> <td>Regular Class - 0-39%</td> <td>Yes</td> <td>Type CEDARS Code</td> <td>Description 03</td> <td>Start Date</td> <td>End Date</td> </tr> <tr> <td>Regular Class - 40-79%</td> <td>Yes</td> <td>Type CEDARS Code</td> <td>Description 02</td> <td>Start Date</td> <td>End Date</td> </tr> <tr> <td>Regular Class - 80-100%</td> <td>Yes</td> <td>Type CEDARS Code</td> <td>Description 01</td> <td>Start Date</td> <td>End Date</td> </tr> <tr> <td>Residential</td> <td>Yes</td> <td>Type CEDARS Code</td> <td>Description 29</td> <td>Start Date</td> <td>End Date</td> </tr> <tr> <td>Separate Day School (Public or Private)</td> <td>Yes</td> <td>Type CEDARS Code</td> <td>Description 28</td> <td>Start Date</td> <td>End Date</td> </tr> </table> <p>NOTE: I add another check box to form to separate Home-School vs Parentally Placed Private school. REPORT: Only have 1 check box and mark if alternate code = 31 (Done to enable additional reporting)</p>	Correctional Facility	Yes	Type CEDARS Code	Description 30	Start Date	End Date	Home Schooled	Yes	Type CEDARS Code	Description 31	Start Date	End Date	Homebound or Hospital	Yes	Type CEDARS Code	Description 08	Start Date	End Date	Private/Parochial Parent Enrolled	Yes	Type CEDARS Code	Description 31	Start Date	End Date	Regular Class - 0-39%	Yes	Type CEDARS Code	Description 03	Start Date	End Date	Regular Class - 40-79%	Yes	Type CEDARS Code	Description 02	Start Date	End Date	Regular Class - 80-100%	Yes	Type CEDARS Code	Description 01	Start Date	End Date	Residential	Yes	Type CEDARS Code	Description 29	Start Date	End Date	Separate Day School (Public or Private)	Yes	Type CEDARS Code	Description 28	Start Date	End Date
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32	Add Placement	User clicks the button to add placement record or clicks the link to manage an existing placement record.																																																						
33	Add LRE	Text box: User fills in this information or selects a Statement with Category = Non-Participation in General Education.																																																						
34	District will implement current IEP	Y/N checkboxes																																																						
35	Case Manager	Placement Staff record of type = “Case Manager”																																																						
<b><u>Specially Designed Instruction:</u></b>																																																								
36	Special Ed. Service Name	Specially Designed Instruction (e.g. Math, Reading) <ul style="list-style-type: none"> <li>Add button/link to Add/Edit Service, type =Specially Designed Instruction, Frequency, Location, Setting, Duration: Start (Initiation Date)/end dates (Duration), Staff.</li> <li>Add/Edit Form Service, Type = Service, Frequency, Location, Setting, Start/end dates, Staff.</li> </ul>																																																						
37	Initiation Date	Service Start Date																																																						
38	Frequency	Service, Frequency (ex: 30 Minutes per Week)																																																						
39	Location	Service, Setting table drop down (ex: Special Class)																																																						
40	Duration	Service, Duration																																																						
41	Staff Responsible	Service, Staff Tab <ul style="list-style-type: none"> <li>Allow multiple staff selection for each service.</li> <li>The Staff name will not print on the report.</li> </ul>																																																						
<b><u>Related Service, Transportation:</u></b>																																																								

<b>IEPPLUS – WA: Verification of Eligibility Form (Out-Of-District Transfer Evaluation Information)</b>		
42	Related Services	<p>Related Services (ex: OT, PT):</p> <ul style="list-style-type: none"> <li>Add button/link to Add/Edit Service, type = Related Services, Frequency, Setting, Duration: Start/end dates, Staff</li> <li>Add/Edit Form Service, Type = Service, Frequency, Setting, Start/end dates. NOTE: Staff name will not print on the report.</li> </ul> <p>Transportation display type on web form and report:</p> <ul style="list-style-type: none"> <li>Add button/Link Service, Type = Transportation; Autofill Start/End Dates of form</li> <li>Display service fields: Frequency, Setting, Start/end date fields.</li> <li>Select existing Transportation Service, Start Date less than or equal to Form Start Date AND End Date = blank or greater than or equal to form.</li> </ul>
<b><u>Supplementary Aids and Services, and Supports for School Personnel:</u></b>		
43	Supplementary Aids and Services	<p>Supplementary Aids and Services</p> <ul style="list-style-type: none"> <li>Add/Edit Statements from goal book, Category = Supplementary Aids and Services</li> <li>Ability to add narrative statements</li> <li>Attachments = Category Name ‘Frequency’, ‘Instructional Setting’</li> <li>Ability to type in text box or select Staff name and/or position</li> </ul>
44	Program Modifications	<p>Supports for School Personnel</p> <ul style="list-style-type: none"> <li>Add/Edit Statements from goal book, Category Name = Supports for School Personnel</li> <li>Ability to add narrative statements</li> <li>Attachments, Category Names = ‘Frequency’, ‘Location’ &amp; ‘Instructional Setting’</li> <li>Ability to type in text box or select Staff name and/or position</li> </ul>
45	ESY	Yes/No checkbox
46	ESY Determination	Check box
47	Skills & Behaviors to Maintain	Text box
<b><u>ESY Specially Designed Instruction:</u></b>		
48	Special Ed. Service Name	<p>(Ex: Math, Reading)</p> <ul style="list-style-type: none"> <li>Add button/link to Add/Edit Service, type =ESY Specially Designed Instruction, Frequency, Setting, Duration: Start (Initiation Date)/end dates (Duration), Staff.</li> <li>Add/Edit Form Service, Type = ESY Service, Frequency, Setting, Start/end dates, Staff.</li> </ul>
49	Initiation Date	Service Start Date
50	Frequency	Form, Service, Frequency/Duration table drop downs
51	Location	Form, Service, Setting table drop down
52	Duration Date	Defaults to IEP End Date minus one day
53	Staff Responsible	<p>Service, Staff Tab</p> <ul style="list-style-type: none"> <li>Allow multiple staff selection for each service.</li> <li>The Staff name will not print on the report.</li> </ul>
<b><u>ESY Related Service, and ESY Transportation:</u></b>		

<b>IEPPLUS – WA: Verification of Eligibility Form (Out-Of-District Transfer Evaluation Information)</b>		
54	ESY Related Services & Transportation	<p><b>Related Services</b> (ex: OT, PT)</p> <ul style="list-style-type: none"> <li>Add button/link to Add/Edit Service, type = ESY Related Services, Frequency, Setting, Duration: Start/end dates, Staff</li> <li>Add/Edit Form Service, Type = ESY Service, Frequency, Setting, Start/end dates. NOTE: Staff Member to only print Staff Position not name. Display name on web form only.</li> </ul> <p><b>Transportation</b></p> <ul style="list-style-type: none"> <li>Add button/Link Service, Type = Transportation; Autofill Start/End Dates of form</li> <li>Display service fields: Frequency, Setting, Start/end date fields.</li> <li>Select existing Transportation Service, Start Date less than or equal to Form Start Date AND End Date = blank or greater than or equal to form.</li> </ul> <p><b>Physical Education</b></p> <p>Add button/link to Add/Edit Service, Type = Physical Education, display Service fields: Frequency, Setting, Start/end dates, Staff.</p>
<b><u>ESY Supplementary Aids and Services</u></b>		
55	Supplementary Aids & Services	<ul style="list-style-type: none"> <li>Add/Edit Statements from Goal book, Category = Supplementary Aids &amp; Services</li> <li>Ability to add narrative statements</li> </ul>
<b><u>ESY Supports for School Personnel</u></b>		
56	ESY Supports for School Personnel	<ul style="list-style-type: none"> <li>Add/Edit Statements from Goal book, Category = Supports for School Personnel</li> <li>Ability to add narrative statements</li> </ul>
57	Special Education Transportation	Yes/No checkbox
58	Medicaid Verification and Billing Consent	2 checkboxes – Agree or disagree to consent to verify Medicaid eligibility
59	Meeting Participants and Titles	<p>Meeting Drop down, selection on Form</p> <ul style="list-style-type: none"> <li>Student, Meeting Control</li> <li>Ability to select Team template</li> </ul> <p>Ability to add additional members. Prefill position descriptions for Parent/Guardian (2 slots), Student, Special Education Teacher, General Education Teacher, District Representative.</p>

**SECURITY**

User or group level security permissions will control access and functionality based on least restrictive settings (group or user level security). In other words, a user assigned to a group (or groups) will have both user and group level permissions, and the least restrictive settings will take precedence. Since all users are assigned to the SPIPUBLIC group, it is best practice to uncheck all permissions for this group, as well as all permissions at the user level. This will ensure the group level permissions are the least restrictive. Administrators would have all permissions by default.

To view or maintain security permissions for an existing user or group, navigate as follows: Security > Manage Groups or Manage Users. Select the group or user and click on the Permissions tab. Scroll down to the section illustrated below and select the applicable check boxes.

Permission	View	Add	Edit	Delete	Lock	Unlock	Finalize	Revise	Refresh	Reset Dates
<b>Verification of Eligibility</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Main			<input type="checkbox"/>							
IEP Amendment			<input type="checkbox"/>							

The permissions check boxes will control access and functionality as follows:

Permission	Checked	Not Checked
View	Links providing access to existing forms (or archives) active. User will have the ability to access existing forms (or archives) but cannot change any data.	Links providing access to the form inactive. User will not have the ability to view the form.
Add	User will have the ability to create new forms.	User will not have the icon to create a new form.
Edit	Entire form – User will have the ability to edit any field in the entire form. Section – User can only edit fields in the specified sections. <i>If granting the ability to edit the entire form, ALL the section permissions must be checked on.</i>	Entire form – All fields read only. Section – Fields within section read only.
Delete	User will have active ‘Delete’ link in the form tool bar providing the ability to delete a form.	Delete link in form tool bar inactive. User will not have the ability to delete a form.
Lock	User will have active ‘Lock’ link in the form tool bar providing the ability to lock a form.	Lock link in the form tool bar inactive. User will not have the ability to lock a form.
Unlock	User will have active ‘Unlock’ link in the form tool bar providing the ability to lock a form.	Unlock link in the form tool bar inactive. User will not have the ability to unlock a form.
Finalize	User will have active ‘Finalize’ link in the form tool bar providing the ability to finalize and create an archive copy of a form.	‘Finalize’ link in the form tool bar inactive. User will not have the ability to finalize and create an archive copy of a form.
Revise	<i>Not applicable for this form.</i>	<i>Not applicable for this form.</i>
Refresh	User will have active ‘Refresh’ link in the form tool bar providing the ability to update a form with all the latest information.	‘Refresh’ link in form tool bar inactive. User will not have the ability to refresh a form.
Reset Dates	<i>Not applicable for this form.</i>	<i>Not applicable for this form.</i>

**REVISION HISTORY**

8/28/2014:

- New Form now available. Original document creation.