

Easy IEP
Frequently Asked Questions

Updated 10/5/07

Question	Answer
<p>1. When will my Provider List (Caseload) be updated?</p>	<p>On October 1, 2007, updated information will be forwarded to PCG to be uploaded into Easy IEP. You will be notified by email when the upload has been completed.</p> <p>If you have NOT sent in your updated class list/provider list that Pat Sutton sent you at the beginning of September, please fax it in immediately.</p> <p>If you returned your updated provider list to Pat Sutton indicating that Student A is on Staff Member 1's provider list as Case Manager; then a decision was made to change the Case Manager to Staff Member 2 and you made the change in Easy IEP but did not inform Pat Sutton, when the upload of new information is made after October 1, the Case Manager for Student A will be listed as Staff Member 1 because Pat was not provided current information.</p>
<p>2. The printed copy of the IEP shows the following:</p> <p style="padding-left: 40px;">Student's Placement Resource Program(s): Student's eligibility and the teacher endorsement are not the same.</p>	<p>From the Michigan IEP Document Reference 2006-2007 available on the Main Page of your Easy IEP site:</p> <p>Resource Programs: Special Ed Services, Eligibility, Users pages</p> <ul style="list-style-type: none"> • If no resource programs are entered, this section will not print. This table has the same rules as the categorical programs. • The Eligibility/teacher endorsement statement will print a different statement depending on whether any of the teacher's certifications from the Users page match the student's disability from the Eligibility page. • If the certification and disability do not match, a different statement will print depending on whether there are any TC services for the student.

Question	Answer
<p>3. The student IS eligible for services but the parent declines the provision of services. When creating the final copy of the IEP, the drop down choices for parent consent only include 1) parent agrees with IEP, 2) parent disagrees with IEP but consents to the services, 3) the parent disagrees with the IEP and requests mediation.</p> <p>How do you indicate that the parent declines services, does not want mediation, and the child is eligible for services?</p>	<p>This issue is currently being handled by PCG.</p> <p>An answer to this question will be posted at a later time.</p>
<p>4. You believe there should be an additional choice listed in a drop down box. What should you do?</p>	<p>Email your suggestions for additional drop down choices to johnsonl@charemisd.org. Be sure to be specific which drop down box you are making the suggestion for (so we get the new listing in the correct place).</p>
<p>5. When I create a draft (or create subsequent drafts), I get the message that the “special considerations” checkbox was not checked.</p>	<p>EVERY time you create (or re-create) a draft (or when you create the final), you must remember to check the box indicating that the “special considerations” have been considered (located on the Documents page). The first time you create a draft, you must indicate the IEP date and the date the services will begin and end, and check the special considerations box. Easy IEP remembers ALL that data, EXCEPT for the checkmark – so you must check that box each time you create a draft.</p>
<p>6. I notice that an “error” message is incorrect. For example, “You must indicate if parent requires an interpreter on the Transition page.” The message should have read “on the Parent/Guardian” page. Who do I contact about this?</p>	<p>Send an email to johnsonl@charemisd.org . Include in your message the exact wording of the error message (you can copy and paste the error message from Easy IEP into your email message).</p>

Question	Answer
7. I was logged into Easy IEP on my computer, left the room and logged into Easy IEP on a second computer. When I came back to the first computer, the system did not work like it should.	If you had NOT logged out of Easy IEP on the first computer, when you log into Easy IEP on the second computer, it automatically logs you out on the first computer. If you cannot log into Easy IEP on the first computer try the following steps: 1) Exit all the way out of Internet Explorer; re-start Internet Explorer, try logging into Easy IEP again; 2) exit out of all open programs, restart computer, try logging in again; 3) contact ISD for further assistance.
8. I am the case manager for the student and want to add additional special education staff to the IEP Team.	Click on IEP Team link; click on Select IEP Team; place a checkmark in front of the staff you want to include on the IEP Team; click on Update Database.
9. I am the case manager for the student and want to add additional staff who are not Easy IEP users (general education teachers; superintendent; outside therapist, etc.) to the IEP Team.	Click on Parent/Guardian link; click on Add New Parent/Guardian; fill in Full Name and Relationship fields (required); UNCLICK "Student Lives at this Address"; click on Update Database; IMPORTANT: Click on Details button, answer "interpreter" question at the top of the page, click on Update Database.
10. I am NOT the case manager for the student and want to add additional staff (Easy IEP users or not) to the IEP team.	Contact the Case Manager of the student, they have access to add additional IEP Team members.
11. How do I know if my <u>final</u> IEP was accepted?	Click on Documents and scroll to the middle of the page. There is a list of documents (draft and final) that have been created for this student. Next to the description of the document you've created (Annual Review, Initial/Redetermination, etc.) you will see either "Draft" or "Final". If "Final" appears, then your document was finalized.
12. How do I save the information I just typed into Easy IEP?	Click on the "Update the Database" button and the information you typed will be saved

Question	Answer
<p>13. Excusing an IEP Team Member from attending an IEP.</p>	<p>When creating a draft (or final) IEP, you place a checkmark in front of staff member's name ONLY if you need to EXCUSE them from attending a meeting. If you did not INVITE them to the IEP, then you do not need to EXCUSE them from attending even though their name appears in the list.</p>
<p>14. I've created a draft of my IEP, received some warning messages (in red) and it won't let me print the rough draft. What do I do?</p>	<p>All those red warning messages are just that, a list of things you must address before creating a final. If you look ABOVE all the red warning messages, you will see a link in blue that allows you to view AND print the rough draft.</p>
<p>15. A student has more than 2 disabilities. I am able to indicate all the disabilities when I create the IEP, however, only the primary and secondary disability print out on the IEP. How can I have all the disabilities print on the IEP?</p>	<p>On the Supplementary Aids and Services page, scroll to the bottom of the page. There you will find a text box that says: "Below is an optional area to input information that will print on the IEP document first page 'Additional Comments' area:" In this area you can type in the remaining eligibility areas and the corresponding rule number. This data will print out on the IEP directly below the Eligibility Section.</p>
<p>16. I don't want to print the entire IEP (or Invitation or IEP Glance, etc.). How do I print just certain pages.</p>	<p>After opening the document you wish to print, CLICK on the PRINTER icon on the Adobe navigation bar. This will bring you to the PRINT screen (where you choose your printer, etc.). In the PRINT RANGE section of this screen, CLICK the radio button in front of the word PAGES. In the textbook following the word PAGES, type in the page number(s) you wish to print (e.g., 3, 5, 7 or 3-7, etc.). Click OKAY. This will print ONLY the pages you requested IF you CLICKED the radio button in front of PAGES and filled the pages you want to print.</p>