Creating Educational Plans

using

Revised August 2006

Student Support Services / Exceptional Student Education Mission Statement:

To create a framework upon which schools / zones can build a collaborative structure of support services that promotes student achievement and encourages personal growth.

The School Board of Broward County, Florida

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procedure which results in discrimination on the basis of age, color,
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Note: EASYIEP® is the system that allows the user the ability to complete the EASYEP process for gifted Students. If a student has dual-eligibility, the standard EASYIEP process is to be completed.

Logging Into the System

A) **Launch Netscape, Safari or Internet Explorer (Safari is the preferred browser for MACs)**
   1) Contact your Tech. Specialist if you have difficulty connecting to the Internet.
   2) Enter EasyIEP™ web address https://go.easyiep.com/flbroward

B) **To Log** into EasyIEP™
   1) Enter Name
      a) Your name IS NOT case sensitive
   2) Enter Password
      a) Your password IS case sensitive
   3) Click the Login Button

C) EasyIEP™ will automatically log you out of the system after **60 minutes** of inactivity.

D) This is a web-based system and not software based. You can gain access using your name and password on any computer with Internet access, using any Internet service provider.

Basic Information About EasyIEP™

Address 🔲 https://e... Don't forget the "s" after "http" in the URL. This indicates a secure site.

↖ All actions in EasyIEP^{TM} are single clicks of the mouse.

Help link for the page. Click this icon for an explanation of the page.

Required field – also a help link for the corresponding field.

Optional field – also a help link for the corresponding field.

Drop-down menu – only one selection can be made. Click on the gray box and scroll to the appropriate selection.

Check box - more than one selection can be made.
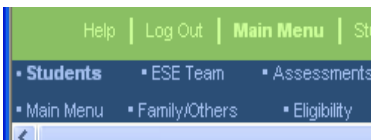
Check box -   to add a check, click once on the box.
              to delete a check, click once on the box.

Calendar icon: to add a date, click on the calendar
                use the arrows at the top of the calendar to change months
                    "<" back one month
                    ">" forward one month
                    "<<" back one year
                    ">>" forward one year

Update Database , **Just Save** , **Save & Continue >>** **After a change is made
click Update Database, Just Save or Save & Continue. If one of these three options
is not selected, any information entered on that page will not be saved in the
workspace should you move to a different screen or log out of the system.**

Help | Log Out | **Main Menu** | St
• **Students**   • ESE Team   • Assessments
• Main Menu   • Family/Others   • Eligibility

This is a section of the navigation bar. The Tabs along the top of the screen should be
used to navigate through the system. Avoid using the back button unless the system tells
you to do so.

General Information

Access and Permissions (User Types)

EasyEP will be accessed through the EASYIEP™ system. Access to the various areas of EasyIEP™ and the permission to execute various functions are controlled by the User Type (ESE Teacher, ESE Specialist, Gifted Teacher, Principal, etc.). For example, if you have view access to a student's personal information, you will only see the information, but will not be allowed to edit any of the information. If you have edit access to a student's goals and objectives, you will be allowed to edit that information. Each page will look different, depending on your ability to view or edit. These permissions have been established by Broward's Management Team.

Permissions control what you are allowed to do on the screen of EasyIEP™ and EasyEP. For example, if you have permissions to add an accommodation, you will see the "Add an Accommodation from a List" button. If you do not have the permission to add an accommodation, this button will not appear on the Accommodations screen.

Contact the Advanced Academic Department (754) 321-1830 or Fiscal & Data Operations Office at (754) 321-2247 if you think you should have access or permission to an area of the system that you do not.

Security

All EasyIEP™ and EasyEP information is confidential. The server uses Secure Socket Layer (SSL) to encrypt the information as it flow across the Internet. This is the same technology that is used to protect your credit card number and other sensitive information that is sent over the Internet. Please adhere to the following procedures to ensure security.
  ➢ Do not give your account name or password to anyone.
  ➢ Do not write your password down where it can be seen by anyone.
  ➢ Do not save documents or reports to an unsecured computer.
  ➢ Always log off EasyIEP™ and close your browser when you are finished using the system. If you do not log off, access to the system can be gained by anyone re-opening your browser.

If your Adobe files are being saved to your desktop, contact your Tech. Specialist. You should not have EPs saved on your desktop.

Out-of-District Transfers

EasyIEP™ is the electronic file of the student's ESE records. All documents contained within this "electronic file" should be included in the student's cumulative folder if that student is transferring out of district.

Symbols on Student Page

Symbol	Meaning	What to do	Where
	EP is current	Nothing needed.	
	This is N/A for EP. A 3-year reevaluation is **past** due.	Conduct a Reevaluation Plan Meeting. Update the student's Eligibility date.	Eligibility Tab
	This is N/A for EP. A 3-year reevaluation is due within 3 months.	Conduct a Reevaluation Plan Meeting. Update the student's Eligibility date.	Eligibility Tab
	An EP review is **past** due	Conduct an EP Meeting. Develop a final EP in the system.	Updated automatically by the system
	An EP review is due within 1 month	Conduct an EP Meeting. Develop a final EP in the system.	Updated automatically by the system

View Caseload

To view your caseload

A) Refer to "Logging Into the System"
    1) Click "Students" Tab
    2) Click "View My Caseload"
        a) This method, of viewing your caseload, will provide a list of all the students who have been assigned to you through team membership or as a case manager.

New Item Gifted Eligibility date

New Item: Educational Plan End date

Click on the column headers to sort

Main Menu | Students | Documents | Available Wizards | Select a Student | Reports | Update Information | 12 | PCG

Select a Student

	Proj Elig	IEP End	Gifted Elig	EP End	School	Grade	Name	Student ID	Age	Date Of Birth	Dis	Gifted	Case Manager
●	01/13/2007		01/13/2004		0571	02	Test J Black	TEST0003	10	04/30/1996	EMH	Yes	Kristin T Graf
●	07/20/2007				3471	06	Test Joe Blue	TEST00005	14	05/14/1992	OHI,DD	No	
●	11/21/2008				0731	05	Sidney Bridges	TESTID002	11	01/01/1995	LD,SI	No	

Click here to select student

New Item: Gifted Status

NOTE: Users in the system will be assigned to individual student's IEP/EP teams by the ESE Specialist. In EasyIEP^{TM} the case manager will typically be the ESE Specialist, although others at the school may also be trained as case managers. Once you are assigned to an IEP/EP team (as a team member or case manager), you will have the option of viewing your caseload.

Student Information

A) To view student information

    1) Once you click on the student's name, his/her personal information will show-up. Information on this page cannot be edited by the case manager.

    2) Verify School Assignment at the bottom of this page. If the school assignment is not correct, notify your DPC.

B) To change student information

    1) If there is an error on this page, please notify your DPC. Information on this page must be updated in TERMS. **Information changed in TERMS will be uploaded to EasyIEP™ within 24-48 hours. In the near future EasyIEP™ will download data to TERMS. A notice will be posted as to which fields will be downloaded when this feature is fully functional. This feature will be done automatically when fully operational.**

| Students | ESE Team | Assessments | PLP-Domain | Goals & Objectives | Special Ed Services | Supplemental Aids | Special Consid | Personal Info | Contacts | Help |
| Main Menu | Family/Others | Eligibility | PLP-Transition | State/District Testing | Related Services | Testing Accom | ESY | Documents | Log Out | |

Personal Information for Test Joan Green   View: Workspace

Also Known as Former Name:

Name:	Test Joan Green
Gender:	Female
Race:	Black, Non-Hispanic
Date of Birth:	09/14/1995 (Age: 9)
Grade:	4th Grade
Student ID:	TEST0007
State ID Number:	
School:	Plantation Elementary
Soc. Sec. #:	
Primary Disability:	Specific Learning Disabled
Prim. Language:	English
Language of Instruction:	
Length of School Day:	6.00 hour(s) (Std)

Click here to see personal information

Billing Code (PCG Only)
Current Assignment 04 - FULL TIME REASSIGNED DESIGNATED NEAR THE WORKPLACE
Limited English Proficient (LEP):

EP-Education Plan for Gifted Students

A) Click on EP in the top blue bar.

      1) A list should appear; Services, Present Levels of Educational Performance, Annual Goals, Create a Draft EP, Create a Final EP.

> Services
> Present Levels of Educational Performance
> Annual Goals
> Create Draft EP
> Create Final EP
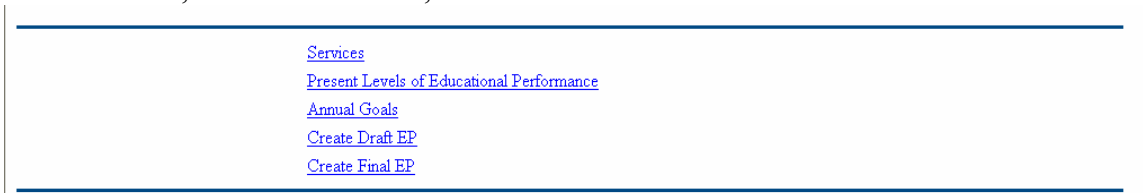
B) Now click on "Present Levels of Educational Performance"

      1) Select the data that was used to develop the student's present level of performance.

          a) You may use the other box to add additional information.

          b) Enter the student's strength, interest and abilities in the first text box for each of the areas of Curriculum and Learning Environment, Social/Emotional Behavior, and Independent Functioning as applicable.

          c) Enter the student's priority educational needs in the second box for each of the areas of Curriculum and Learning environment, Social/Emotional Behavior, and Independent Functioning. (Note: Curriculum and Learning Environment is required for all EP's.)

          d) When you are finished scroll to the bottom and click "Save and Continue".

e) If any information is missing then you will receive error messages when you click save and continue as shown below

f) Once the information is saved for the page you may select the option show section. Show section will display the information entered on that page as it would appear in the document when completed.

g) Once all errors are addressed and you click Save and Continue you will be directed back to the main EP page.

EP Process
for Nikita Le Shayla Graham

✔ Services
✔ Present Levels of Educational Performance
Annual Goals
Create Draft EP
Create Final EP

C) Click on Annual Goals. The goals page will appear.

Annual Goals
for Mark Anthony Graham

Click here select a goal from a provided list

Click here to add a custom goal

No annual goals have been assigned for this student

Add Goals from List   Add Custom Goals

Show Section   Save   Save & Continue >>

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(User **Chad Frost**, Server **mn.easyiep.com**, System **flbroward**, StyleSheet **nj.css**, Page **AnnualGoals.htm**)

1) Click "add goals from list" to add a goal suggested by the District or click "add Custom Goals" to add your own.
2) The add goal page will appear.
3) Select the goal category from the drop down list you wish to use.
   a) New categories have been added specifically for Gifted; however you can select goals from any area.
4) Then in the list (as show below) the coinciding goal you wish to you.
5) Click save and continue

Add Goals
for Gabrielle Graham

Annual Goal Category: Social/Emotional Behavior

☐ By ___ , ___ will demonstrate efficient use of communication by raising his hand and waiting for his turn in a classroom setting with ___ % accuracy.

☐ By the end of 36 school weeks, ___ will demonstrate appropriate choice making between two items with ___ % accuracy during a structured break in a classroom setting.

☐ When frustrated, ___ will independently remove himself from an instructional task ___ % of the time during an instructional task in a classroom setting.

☐ By ___ 200, ___ will accept correction from a staff member in a socially appropriate manner with ___ % success while in the classroom.

☐ *By the end of ___ , ___ will initiate and sustain a peer interaction for ___ minutes, in ___ out of ___ opportunities daily in a classroom setting.

☑ *By the end of ___ ___ will participate in turn-taking activities (2-3 turns) with adults and/or peers given gestural prompts in ___ % of opportunities

6) A new page will appear on the screen. It will look similar to one below

7) Your goal should appear in the Goal Box. Type a number under New Position if you have multiple goals and would like to change the number order of their importance. The Checkbox under "Del" will delete the goal! DO NOT Check that box unless you want to delete the goal. Enter in a Begin date and End date of when the goal will start and when it will finish. Check off the evaluation procedures that you will use to determine if a goal is complete. The other box can used if you have a custom evaluation procedure.

8) Enter in the title of the person who will implement the goal in the box next to "Enter the title of the implementor(s) of this goal:"

9) Enter the person responsible for documenting the students mastery of the goal in the coinciding, Enter in the title of distributing of the instrumental objectives in its coinciding box. Also, fill in the check boxes next to how you will communicate with the parents use the other box if necessary.

10) Make sure to Add/Edit Objectives. Every goal must have an objective.

11) Click to add Objectives from the list or to add custom objectives as shown below.

Add/Edit Objectives Section
for Bob Dole

Area of Need : Curriculum and Instruction

Goal: By the end of 36 school weeks, ___ will demonstrate appropriate choice making between two items with ___ % accuracy during a structured break in a classroom setting.

Evaluation Procedures:

There are currently no objectives for this annual goal.

Add Benchmark Objective(s) from Lists   Add Custom Benchmark Objective(s)

<< Back   Save   Save & Continue >>

12) Once you have finished entering all of the information click save and continue to return to the Goal page.

13) Review the Goal information and click Save and Continue to return to the EP Process page.

Log off and Exit EasyIEP

Log Out and Exit

- To log out, click on the *Log Out* Tab at the left of the menu bar.
- You can log out from any part of the system. You do not have to go back to the main menu.
- After you log out, close your browser by either choosing File, Exit *or*
  Macs - Click on the square in the upper left hand corner
  PCs- Click on the X in the upper right hand corner

- You must log out of EasyIEP® and close your browser if:
  - you step away from your computer
  - you are finished using the system
  - you are leaving for the day

If you do not log out and close your browser, anyone can access information in EasyIEP® or record information under your user name. You would be responsible for any information recorded.

ALWAYS LOG OUT AND EXIT THE BROWSER!!!