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Bureau of Special Education FY'08 Memo #7

Date: August 2, 2007

To: Superintendents
Directors of Special Education

From: Lyonel B. Tracy
Commissioner of Education

Santina Thibedeau
State Director of Special Education
Administrator, Bureau of Special Education

RE: NHSEIS Guidance Updated

The Bureau of Special Education has updated the March 26th (FY'07 Memo #23) *Minimal Fields for NHSEIS Compliance* document that identifies the data fields required to "finalize" an IEP.

The updated fields are:

- Special Education Services
- Related Services
- Support for Personnel
- Transportation
- Program Placement

LT/ST:BJR
Attachment

Minimal fields for NHSEIS compliance:

For initial start up:

Log in to EasyIEP

Click on the *Student* tab and select the student you will be working on

Enter IEP Process Wizard by clicking on the wizard hat

Enter all *student information*

Enter all *eligibility information* (if needed)

For annual review (IEP) compliance:

Log in to EasyIEP

Click on the *Student* tab and select the student you will be working on

Enter IEP Process Wizard by clicking on the wizard hat

Present Levels of Academic Achievement:

Begin with *Present Levels of Academic Achievement* and type "see IEP" into the first field - describing the student's academic strengths.

Copy "see IEP" into the text box

Paste "see IEP" in to the remaining *Present Levels of Academic Achievement* fields. (skip #9 unless the student is in pre-school)

Click on save and continue at the bottom on the page

Consideration of Special Factors in Developing IEP:

Answer yes or no for each field - if your answer requires additional information: Copy "see IEP" into the text box

Click on save and continue at the bottom on the page

District / state Assessment:

Skip - click on save and continue

Discipline:

Skip - click on save and continue

Transition services:

If the student is 13 years or younger - skip this section - go directly to "goal"

Transition Interest and Needs

Click yes or no for "did student attend IEP meeting (if "no" put AGE in text box)

Copy "see IEP" into the text box

Transition Present Level of Performance

Copy "see IEP" into all text boxes

Click on save and continue at the bottom on the pages

Academic Transition Plan:

Copy "see IEP" into the text boxes for relevant grade levels

Click on 24 credits for graduation

Click on specific diploma type (regular high school diploma if unknown)

Use calendar to choose graduation date (date if known or 6-30-XX)

Click on save and continue at the bottom on the page

Transition Goals:

Click on details for each transition area - paste "see IEP" under desired outcomes text box

Transition Services:

skip

NHVRS:

Answer yes or no for NHVRS services and if yes, add date notified

Click on save and continue at the bottom on the page

Measurable Annual Goals and Benchmarks:

Click continue

Click on add custom goal

Paste "see IEP" in to all text box for goal 1

For area of need click on "academic" from drop down menu

Click on save and continue at the bottom on the page

Use calendar to choose beginning date (in most cases 8-30-XX)

Click on details

Paste "see IEP" in to all text boxes

In last text box - click on **observation** for method for evaluation and **grading report card** for method of reporting

Click on save and continue at the bottom on the page - you will be brought back to goal page

Click on save and continue at the bottom on the page

General Participation:

Academic general accommodations - click accommodations needed

Non-Academic general accommodations - click appropriate drop down

Academic general modifications - click appropriate drop down

Non-Academic general modifications - click appropriate drop down

Click on save and continue at the bottom on the page

General Accommodations:

Click on add customize accommodations

Paste "see IEP" in to all text boxes

Click on save and continue

Click on details

Check goal # 1 (see IEP)

Click on save and continue at the bottom on the page, this will bring you back to general accommodation page

Click on save and continue at the bottom on the page

General modifications (if needed)

Same as above

Click on save and continue at the bottom on the page

Special Education Services: this section is very important \$\$

Click "add special Ed services"

Fill in information using drop down menu - (this is the same as the left hand column of the old spedis program page)

Click on save and continue

Use calendar to choose dates (in most cases 8-30-XX to 6-30-XX or 8-29-XX if including ESY)

Enter number of sessions, session length and setting (using drop down menu)

Instruction should be based on a daily measurement (ex 5 times per week at 6.5 hours per session instead of 1 time per week at 32.5 hours per session)

Therapies and Consults should be based on ½ hour units (ex 2 units at 30 minutes each instead of 1 unit at 1 hour each)

Click "yes" under medically necessary if this is a billable service under Medicaid

Scroll right and click on details

Use drop down menu to choose service coordinator (usually sped teacher)

Click on goal #1 (see IEP)

Click on save and continue at the bottom on the page

Related Services: this section is very important \$\$

This is where you indicate OT, PT, SLP, one on one assistant, transportation

Same as above - use only if needed

This is the same as the right hand column of the old spedis program page

Therapies and Consults should be based on ½ hour units (ex 2 units at 30 minutes each instead of 1 unit at 1 hour each)

If no related services - Click on save and continue

Supplementary Aids and services: \$\$

Use drop down menu to select appropriate aid

Most students will skip this section

Aids include: assistive tech device, wheelchair

If the aid the student requires is not there - customize (FM trainer)

Click on save and continue at the bottom on the page

Support for Personnel: \$\$

This is a reminder page only. If you use this section to report anything, you must return to the Special Education Services section and add item as either a service from the drop-down list or as a custom service. If you are providing different types or levels of Consult services, you should add each as a Custom Special Education Service (ex OT Consult, Behavior Consult, etc)

Click on applicable or not applicable

Use drop down menu to select appropriate support

Most students will skip this section

Supports include consult, training, supervision (think outside consultant)

Click on save and continue at the bottom on the page

Justification for Non-Participation:

Answer yes or no for each field - if your answer requires additional information: Copy "see IEP" into the text box

Click on save and continue at the bottom on the page

Transportation:

This is a reminder page only. If you use this section to report transportation, you must return to the Related Services section and add from drop-down list.

Use drop down menu to select option

Click on save and continue at the bottom on the page

State and District Wide Assessments:

Skip

Click continue - scroll down

Click on save and continue again

Click on save and continue at the bottom on the pages

ESY:

Click on extended school year

Use calendar to choose decision date (in most cases IEP meeting or put 3-30-XX)

Answer yes or no for each field - if your answer requires additional information: Copy "see IEP" into the text box

If there are no ESY services - scroll down to bottom and click on save and continue at the bottom on the page

If there will be ESY services:

Click on add ESY special ed services

Choose "modified curriculum"

Fill in session length and special education setting

Click on save and continue

If needed click on "add related service" and fill in information (like above)

Click on save and continue

Click goal #1 - see IEP

Click on save and continue at the bottom on the page

You are almost done 😊

Program Placement:

Click on "select program placement"

Click on "add state approved programs"

Use calendar to choose begin and end date (in most cases 8-30-XX to 6-30-XX or 8-29-XX if ESY is included)

ONLY USE PROVIDER NAME BOX !!!! LAST BOX!!!!!!!

Type in the beginning of building (ex: Londonderry Mid)*

Click "find programs" (this can be slow)

Click on the best match(es)

Save and continue

Fill in # sessions and session length

Use hours per week

(just like on the grid in the IEP)

Use total hours

Instruction and Room and Board should be listed on a daily basis (ex 1 session per day at 6.5 hours instead of 1 session per week at 32.5 hours).

Click on details

Check associated goal (see IEP)

Save and continue

(this will bring you back to goal page) Save & Continue

Create Draft IEP:

Click on create Draft IEP

Use calendar to meeting date

Use calendar to choose begin and end date (in most cases 8-30-XX to 6-30-XX or 8-29-XX if ESY is included)

Click meeting purpose(s)

Click on Create draft and continue

Fix any errors that come up ☹

Save and continue

Save and continue again (last chance to fix or change anything)

Email your building program director to let them know IEP is ready for approval

Finalize IEP:

Click on finalize IEP

Continue

Create final and continue

Save and continue

Click on "response"

Click on appropriate response - TOP ONE ONLY

(do not click on "I accept program placement, but reject portions of IEP" as this is not a federally allowed choice given that you cannot present placement without a signed IEP)

Use drop down menu to choose parent signing (contact list will come up)

Use calendar to put signature date

Save and continue

You will see a green "accepted" sign

Save and continue

You are DONE - COMPLIANT IEP
UNTIL NEXT YEAR

Please make a copy of this "screen" as well as 1st page of "IEP". Staple together and add NHSEIS label. Put into student file.

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